German Style Guide

Contents

What's New? 4
- New Topics 4
- Updated Topics 4

Introduction 5
- About This Style Guide 5
- Scope of This Document 5
- Style Guide Conventions 5
- Sample Text 6
- Reference Material 8
  - References - Orthography, Style and Usage 8
  - Informative References 8

Language Specific Conventions 9
- Country/Region Standards 9
  - Characters 9
  - Date 13
  - Time 18
  - Numbers 21
  - Sorting 29
- Geopolitical Concerns 33
- English Terminology and the German Language System 33
- Guidelines for the Localization of Wizard Names 36
- Grammar, Syntax & Orthographic Conventions 38
  - Adjectives 38
  - Articles 38
  - Capitalization 39
  - Compounds 39
  - Gender 42
  - Genitive 42
  - Modifiers 44
  - Nouns 44
  - Prepositions 44
  - Pronouns 45
  - Punctuation 45
  - Singular & Plural 48
  - Split Infinitive 48
  - Subjunctive 48
  - Symbols & Non-Breaking Spaces 49
  - Syntax 49
  - Verbs 50
  - Word Order 50

Style and Tone Considerations 51
Audience 51
Style - Consistency and Idiomaticity 51
Tone 57
Voice 58

Localization Guidelines 64
General Considerations 64
Abbreviations 64
Acronyms 66
Applications, Products, and Features 68
Frequent Errors – Troublesome or Conflictive Words 69
Glossaries 71
Recurring Patterns 72
Standardized Translations 72
Unlocalized Items 73
Using the Word Microsoft 74
Software Considerations 74
User Interface 75
Messages 77
Keys 87
Document Translation Considerations 93
Titles 93
Typographic Conventions in Help and Documentation 97
Translation of ReadMe Files 101
How to Reference UI Items Left in English 101
Copyright 101

What's New?

Last Updated: July, 2014

The entire Style Guide has been reworked and modifications have been made to all sections in 2011.

Because of the new structure of this document, some sections of the previous Style Guide version had to be moved to different topics.

Please find below a list of **New** and **Updated Topics**. Note that changes in these sections also apply to the corresponding sub-sections.

New Topics

The following topics were added:

- Language Specific Conventions
- Symbols & Non-Breaking Spaces
- Unlocalized Items
- Using the Word Microsoft
- Messages
- Copyright

Updated Topics

The following topics were updated:

February 2011:

- Introduction
- Recommended Reference Material
- Grammar, Syntax & Orthographic Conventions
- Style and Tone Considerations
- Localization Guidelines
- Software Considerations
- Document Translation Considerations
- Pronouns - Special Case: “My” Terminology section - minor update
- Keys – subsection Key Names added
- User Interface – subsection added: Special Case: Translation of the “About” menu item

July, 2014

- Country/Region Standards – subsection Characters minor edit

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of German Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting, and grammatical conventions. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for German localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Microsoft Language Portal can be used as reference for approved terminology.

Sample Text

German can easily be recognized by non-German speakers using the following check list:

- Does your document contain many capitalized words, especially within the sentences and not only at the beginning?
  → German capitalizes all nouns and all words used as nouns. Capitalized nouns in sample below are in bold.

- Does your document contain many very long words?
  → In German, two or more words (nouns, verbs, adjectives etc.) can be put together in one word to form a compound. There's no upper limit as to how many components can be contained in one compound.

- Does your document contain the following character: ß ?
  → German is the only language using this special character (not valid for German documents from Switzerland).

- Does your document contain any of the following characters: ä - Ä, ö - Ö, ü - Ü ?
  → These extended characters do not only exist in German but also in other languages.

Sample Text:

Gesellschaftliches Engagement: Microsoft Deutschland unterstützt Förderung von IT-Kenntnissen mit bis zu 200.000 €

Bis zum 18. Februar können gemeinnützige Vereine und Organisationen ihre Jugendprojekte zur Förderung von eSkills einreichen

Unterschleißheim, 13. Januar 2011. Im Rahmen einer Ausschreibung vergibt Microsoft Deutschland bis zu 200.000 Euro an ein gemeinnütziges Projekt, das Jugendlichen mit innovativen Angeboten beim Aufbau wichtiger eSkills hilft. Ziel dieses Microsoft Engagements ist es, Vereine und Organisationen dabei zu unterstützen, jungen Menschen wichtige IT-Kenntnisse zu vermitteln und damit deren Chancen am Arbeitsmarkt zu erhöhen. Die Projekte können bis zum 18. Februar 2011 unter www.microsoft.de/politik eingereicht werden.

„PC- und Internet-Kenntnisse sind in unserer heutigen Gesellschaft und Arbeitswelt von zentraler Bedeutung. Aktuelle Zahlen belegen, dass eSkills für etwa 70 Prozent der Jobs in Deutschland eine notwendige Voraussetzung darstellen", erklärt Henrik Tesch, Director Public Affairs und Citizenship von Microsoft Deutschland. Mit der Ausschreibung für innovative eSkills-Projekte unterstützt Microsoft gemeinnützige Organisationen, die Wettbewerbsfähigkeit vor allem von Jugendlichen zu erhöhen. Hierfür erhält das Gewinnerprojekt einen finanziellen Zuschuss und kann weitere Vorteile wie die Bereitstellung von technologischer Infrastruktur und Beratungsleistungen nutzen. Microsoft setzt damit sein umfangreiches Bildungsengagement fort und investiert weiter in die Zukunft des Standorts Deutschland.

Teilnahmebedingungen und Auswahlkriterien

Wichtigste Teilnahmebedingung ist, dass das eSkills-Projekt von einer wohltätigen Organisation in Deutschland realisiert und angeboten wird. Als zentrale Auswahlkriterien werden von einer internen Kommission vor allem der Grad der Innovation und die mögliche Reichweite des Projektes geprüft. „Wir wollen ein Projekt fördern, das möglichst viele Jugendliche in Deutschland erreicht. Das Angebot sollte deshalb Potenzial zur Skalierbarkeit und Multiplizierbarkeit durch Dritte haben, d.h. zum Beispiel übertragbar auf andere Organisationen sein und damit einen Vorbildcharakter aufweisen", so Tesch. Das ausgewählte Projekt wird am 1. März auf der CeBIT in Hannover vorgestellt und ausgezeichnet. Weitere Informationen, Einzelheiten zur Ausschreibung sowie die Bewerbungsmodalitäten stehen unter www.microsoft.de/politik zur Verfügung.

Microsoft Informationstag für gemeinnützige Organisationen

Zusätzlich veranstaltet Microsoft am 4. März einen Informationstag für gemeinnützige Organisationen auf der CeBIT (Stand A26, Halle 4). Hier können Interessenten sich über Förder- und Kooperationsmöglichkeiten sowie über Technologieangebote speziell für gemeinnützige Organisationen informieren. Eine unverbindliche Registrierung ist ab sofort unter www.microsoft.de/politik möglich. Mit der Registrierung erhält jede Organisation bis zu zwei kostenlose Eintrittskarten für die Messe.

Microsoft Deutschland GmbH

Die Microsoft Deutschland GmbH ist die 1983 gegründete Tochtergesellschaft der Microsoft Corporation/Redmond, U.S.A., des weltweit führenden Herstellers von Standardsoftware, Services und Lösungen mit 62,48 Mrd. US-Dollar Umsatz (Geschäftsjahr 2010; 30. Juni 2010). Der operative Gewinn im Fiskaljahr 2010 betrug 24,10 Mrd. US-Dollar. Neben der Firmenzentrale in Unterschleißheim bei München ist die Microsoft Deutschland GmbH bundesweit mit sechs Regionalbüros vertreten und beschäftigt rund 2.700 Mitarbeiterinnen und Mitarbeiter. Im Verbund mit rund 31.500 Partnerunternehmen betreut sie Firmen aller Branchen und Größen. Das European Microsoft Innovation Center (EMIC) in Aachen hat Forschungsschwerpunkte in IT-Sicherheit, Datenschutz, Mobilität, mobile Anwendungen und Web-Services.

[…]

Erstellt am 13. Januar 2011 um 16:00 Uhr

Source of sample text: http://www.microsoft.com/germany/presseservice/news/pressemitteilung.mspx?id=533297

Created on: January 13th, 2011

Disclaimer: Please note that the information in this sample text should under no circumstances be used in examples as fictitious information.

Reference Material

Use the German language and terminology as described and used in the following publications.

Microsoft terminology and term information is available through the **Microsoft Language Portal: (**www.microsoft.com/Language/de-de/Search.aspx).

Terminology and term information available through the Microsoft Language Portal or this Style Guide, in general, override information available in other resources. In this Style Guide the Microsoft terminology collection available through the Microsoft Language Portal is referred to as the Microsoft terminology database.

References - Orthography, Style and Usage

The German government does not prescribe an official dictionary. The **Duden** is the main reference resource and "inofficial authority" with regards to German grammar and orthography. Also in use: **Wahrig. Die deutsche Rechtscheibung**.

These sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide or refer to information provided in the Microsoft terminology database.

List of References:

1. Duden. Die deutsche Rechtschreibung. Bibliographisches Institut, 25. Auflage (25th edition), Mannheim, 2009
2. Wahrig. Die deutsche Rechtschreibung. Bertelsmann Lexikon Verlag, Gütersloh/München, 2008
3. Duden. Richtiges und gutes Deutsch. Bibliographisches Institut, 6. Auflage (6th edition), Mannheim, 2007
4. Duden. Die Grammatik. Bibliographisches Institut, 8. Auflage (8th edition), überarbeitet, Mannheim, 2009

These reference editions should be used until a new edition is released.

Informative References

This section does not apply to German; for information on References, please refer to the above section on **Orthography, Style and Usage**.

Language Specific Conventions

This part of the style guide contains information about standards specific to German.

Country/Region Standards

Characters

<table>
<tr><th>Country/region</th><td colspan="2">Germany, Switzerland, Austria, Liechtenstein, Luxembourg</td></tr>
<tr><th>Lower-case characters</th><td colspan="2">a, ä, b, c, d, e, f, g, h, i, j, k, l, m, n, o, ö, p, q, r, s, t, u, ü, v, w, x, y, z, ß</td></tr>
<tr><th>Upper-case characters</th><td colspan="2">A, Ä, B, C, D, E, F, G, H, I, J, K, L, M, N, O, Ö, P, Q, R, S, T, U, Ü, V, W, X, Y, Z</td></tr>
<tr><th>Characters in caseless scripts</th><td colspan="2">n/a</td></tr>
<tr><th>Extended Latin characters</th><td colspan="2">ä, ö, ü, ß, Ä, Ö, Ü</td></tr>
<tr><th>Note on alphabetical order</th><td colspan="2">Alphabetical order is not necessarily indicative of sorting order. For information on sorting order, refer to the section “Sorting”.
There is no capital letter for the German ß. For text that is in all caps, the ß is replaced with two s: Großbuchstaben -- GROSSBUCHSTABEN (see also below).</td></tr>
<tr><th>Total number of characters</th><td colspan="2">30</td></tr>
<tr><th>Unicode codes</th><td>Alpha</td><td>HEX</td></tr>
<tr><td></td><td>a</td><td>0061</td></tr>
<tr><td></td><td>A</td><td>0041</td></tr>
<tr><td></td><td>ä</td><td>00E4</td></tr>
<tr><td></td><td>Ä</td><td>00C4</td></tr>
<tr><td></td><td>b</td><td>0062</td></tr>
<tr><td></td><td>B</td><td>0042</td></tr>
<tr><td></td><td>c</td><td>0063</td></tr>
<tr><td></td><td>C</td><td>0043</td></tr>
<tr><td></td><td>d</td><td>0064</td></tr>
<tr><td></td><td>D</td><td>0044</td></tr>
<tr><td></td><td>e</td><td>0065</td></tr>
<tr><td></td><td>E</td><td>0045</td></tr>
<tr><td></td><td>f</td><td>0066</td></tr>
<tr><td></td><td>F</td><td>0046</td></tr>
</table>

Country/region	Germany, Switzerland, Austria, Liechtenstein, Luxembourg	
	g	0067
	G	0047
	h	0068
	H	0048
	i	0069
	I	0049
	j	006A
	J	004A
	k	006B
	K	004B
	l	006C
	L	004C
	m	006D
	M	004D
	n	006E
	N	004E
	o	006F
	O	004F
	ö	00F6
	Ö	00D6
	p	0070
	P	0050
	q	0071
	Q	0051
	r	0072
	R	0052
	s	0073
	S	0053
	ß	00DF
	t	0074
	T	0054
	u	0075
	U	0055
	ü	00FC
	Ü	00DC
	v	0076
	V	0056

Country/region	Germany, Switzerland, Austria, Liechtenstein, Luxembourg
	w 0077 W 0057 x 0078 X 0058 y 0079 Y 0059 z 007A Z 005A
Notes	• Always use the correct extended characters as not using the umlauts could change the meaning of a word significantly (e.g..: "fordern" - 'to demand' versus "fördern" - 'to promote'). • For the same reason, the umlauts **Ä, Ö, Ü** are always to be used even for capital letters (e.g.: the official German country name for Austria is Österreich). • The letter **ß** does not have an upper case equivalent and is to be replaced with double **S** when capitalized. • The letter **ß** is not used in Switzerland and always replaced with double **s**.

Special Characters

The following is a list of special characters and their Microsoft standard names. Using other names than those in the list is a terminology issue.

Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)
´	Akutzeichen	0180
`	Graviszeichen	096
&	Kaufmännisches Und-Zeichen	038
<>	Winkelklammer links/rechts	060, 062
’	Apostroph (Textverarbeitung)	0146
'	Apostroph (Benutzereingabe)	039
*	Sternchen	042
@	(+) @-Zeichen (In Internet-specific explanations also referred to as "at-Zeichen".) Do not use: (-) Klammeraffe	064
\	Umgekehrter Schrägstrich	092
{ }	Geschweifte Klammer links/rechts	0123,0125
[ ]	Eckige Klammer links/rechts	091,093

Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)
^	Zirkumflexzeichen	094
¢	Centzeichen	0162
«	Linkes Chevron (Microsoft term)	0171
»	Rechtes Chevron (Microsoft term)	0187
©	Copyrightsymbol	0169
°	Gradzeichen	0176
÷	Divisionszeichen	0247
$	Dollarzeichen	036
...	Auslassungspunkte	
—	Geviertstrich (em-dash; not used in German documentation)	0151
–	Halbgeviertstrich (en-dash); typically used as "Gedankenstrich" and "Minuszeichen"	0150
=	Gleichheitszeichen	061
!	Ausrufezeichen	033
>	Größer-als-Zeichen	062
≥	Größer-gleich-Zeichen	
-	Bindestrich (at Microsoft)	0173
"	Zollzeichen	034
<	Kleiner-als-Zeichen	060
≤	Kleiner-gleich-Zeichen	
×	Multiplikationszeichen	0215
≠	Ungleichzeichen	
#	Nummernzeichen	035
¶	Absatzzeichen (DIN: Pilcrow-Zeichen)	0182
( )	Runde Klammer links/rechts	040
%	Prozentzeichen	0041
π	Pi-Zeichen	
µ	Mikrozeichen	0181
|	Senkrechter Strich	0124
+	Pluszeichen	0043
±	Plus-/Minuszeichen	0177
?	Fragezeichen	063
„ “	Doppelte typografische Anführungszeichen	0132, 0147
" "	Doppelte gerade Anführungszeichen	034
, ‘	Einfache typografische	044, 0145

Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)	Character Name of character ANSI code (if available)
	Anführungszeichen	
' '	Einfache gerade Anführungszeichen	
®	Symbol für eingetragene Marke (stands for "Registered Trademark")	0174
§	Paragraphzeichen	0167
/	Schrägstrich	047
~	Tilde, die	0126
™	Symbol für Marke (stands for "Trademark")	0153
†	Kreuz	0134
¨	Trema, das	0168
_	Unterstrich	095
€	Eurozeichen	0128

Date

Country/region	Germany, Luxembourg
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	first week in January with 4 or more days
Separator	period (.)
Default Short Date Format	d.M.yyyy
Example	17.03.2011
Default Long Date Format	dddd, dd. MMMM yyyy
Example	Mittwoch, 17. März 2011
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date	d.M.yy

Country/region	Germany, Luxembourg
Format 2	
Example	17.3.11
Additional Long Date Format 1	d. MMMM yyyy
Example	17. März 2011
Additional Long Date Format 2	d. MMM yyyy
Example	17. Mrz 2011
Leading Zero in Day Field for Short Date Format	no
Leading Zero in Month Field for Short Date Format	no
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	n/a. The long date format does not use digits but months are spelled out or abbreviated.
Number of digits for year for Long Day Format	4
Date Format for Correspondence	cityname, dd. MMMM yyyy
Example	München, 17. März 2011
Notes	n/a
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name)

Country/region	Germany, Luxembourg
	y is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Country/region	Austria
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	first week with 4 or more days
Separator	period (.)
Default Short Date Format	dd.MM.yyyy
Example	17.03.2011
Default Long Date Format	dddd, dd. MMMM yyyy
Example	Mittwoch, 17. März 2011
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	dd.M.yy
Example	17.3.11
Additional Long Date Format 1	d.MMMM yyyy
Example	17. März 2011
Additional Long Date Format 2	d MMM yyyy

Country/region	Austria
Example	17 Mär 2011
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	n/a. The long date format does not use digits but months are spelled out or abbreviated.
Number of digits for year for Long Day Format	4
Date Format for Correspondence	cityname, dd. MMMM yyyy
Example	Wien, 17. März 2011
Notes	n/a
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Country/region	Switzerland, Liechtenstein
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	first week with 4 or more days

Country/region	Switzerland, Liechtenstein
Separator	period (.)
Default Short Date Format	dd.MM.yyyy
Example	17.03.2011
Default Long Date Format	dddd, dd. MMMM yyyy
Example	Mittwoch, 17. März 2011
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	d.M.yy
Example	17.3.11
Additional Long Date Format 1	d. MMMM yyyy
Example	17. März 2011
Additional Long Date Format 2	d. MMM yyyy
Example	17. Mrz 2011
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date	n/a. The long date format does not use digits but months are spelled out or abbreviated.

Country/region	Switzerland, Liechtenstein
Format	
Number of digits for year for Long Day Format	4
Date Format for Correspondence	cityname, dd. MMMM yyyy
Example	Zürich, 17. März 2011
Notes	n/a
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Germany; Austria; Switzerland; Luxembourg; Liechtenstein
24 hour format	yes
Standard time format	HH:mm:ss
Standard time format example	23:43:12
Time separator	colon (:)
Time separator examples	23:43:12
Hours leading zero	yes
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	n/a

Days

Country/region: Germany; Austria; Switzerland; Luxembourg; Liechtenstein

Day	Normal Form	Abbreviation
Monday	Montag	Mo
Tuesday	Dienstag	Di
Wednesday	Mittwoch	Mi
Thursday	Donnerstag	Do
Friday	Freitag	Fr
Saturday	Samstag	Sa
Sunday	Sonntag	So

First Day of Week: Monday

Is first letter capitalized?: Yes

Notes: All German-speaking countries use the Gregorian calendar.

Monday is the first day of the week as per MS standards. However, some people also consider Sunday to be the first day of the week.

There is no 3 letter abbreviation for days.

With abbreviations, no period is added in Microsoft calendar/list format. In general text, a period is needed, though, to follow proper German grammar rules.

Months

Country/region: Germany; Switzerland; Liechtenstein; Luxembourg

Month	Full Form	Abbreviated Form	Long Date Form
January	Januar	Jan	n/a
February	Februar	Feb	n/a
March	März	Mrz	n/a
April	April	Apr	n/a
May	Mai	Mai	n/a
June	Juni	Jun	n/a
July	Juli	Jul	n/a

Month	Full Form	Abbreviated Form	Long Date Form
August	August	Aug	n/a
September	September	Sep	n/a
October	Oktober	Okt	n/a
November	November	Nov	n/a
December	Dezember	Dez	n/a

Country/region: Austria

Month	Full Form	Abbreviated Form	Long Date Form
January	Januar; *Austria:* Jänner	Jan; *Austria:* Jän	n/a
February	Februar	Feb	n/a
March	März	Mrz	n/a
April	April	Apr	n/a
May	Mai	Mai	n/a
June	Juni	Jun	n/a
July	Juli	Jul	n/a
August	August	Aug	n/a
September	September	Sep	n/a
October	Oktober	Okt	n/a
November	November	Nov	n/a
December	Dezember	Dez	n/a

Is first letter capitalized?: Yes

Notes: With abbreviations, no period is added.

The abbreviations listed in the table are the MS standard abbreviations for list/table format. Official abbreviations slightly differ from the ones above. In general text, a period is needed to follow proper German grammar rules.

Numbers

Phone Numbers

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Germany	49	Yes	3; 4; 5	space	3; 4; 5; 6; 7; 8	(###) ## ## ##; (####) # ## ## ##; (#####) # ## #; (#####) # ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Germany	3; 4; 5; 6; 7; 8	## ## ##; # ## ## ##; # ## #; # ## ##	7	(###) ### ## ##; (####) ### ## ##	9; 10	## ## ## ## #; ## ## ## ## ##

Notes:

- Following DIN-guidelines apply to the presentation of telephone numbers: Generally, the digits are grouped in pairs by spaces, beginning from the right. The area code is always put in parentheses.
- Mobile phone format. Prefixes consist of 4 digits (including the leading zero) and range from 0160 to 0179; GSM and UMTS prefixes have five digits (015xx). All mobile phone numbers consist of 7 digits.
- For mobile phone numbers, since there is no fixed rule but only recommendations for number grouping, it has become a custom in Germany, Austria and Switzerland to group the mobile phone numbers in groups of 3 2 2, preceded by the prefix in brackets:

  Example: (079) 123 45 67 or (0179) 123 45 67

  Following DIN-guidelines apply to the presentation of telephone numbers: Generally, the digits are grouped in pairs by spaces, beginning from the right. The area code is always put in parentheses.

  Examples:

  Single phone line without extension:

  (069) 62 50 80

  (0171) 2 49 73 26

  Direct dialing system, telephone exchange:

  (01234) 1 23-0

  (01234) 9 02-01

Extensions:

(069) 12 34-5 67

International:

+49 69 12 34-0

+49 69 12 34 56

- http://www.regtp.de

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Austria	43	Yes	2; 3; 4; 5	space	3; 4; 5; 6; 7; 8	(###) ## ## ##; (####) # ## ## ##; (#####) # ## #; (#####) # ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Austria	3; 4; 5; 6; 7; 8	## ## ##; # ## ## ##; # ## #; # ## ##	7	(####) ### ## ##; (####) ### ## ##	9; 10	## ## ## ## #; ## ## ## ## ##

Notes:

- For mobile phone numbers, since there is no fixed rule but only recommendations for number grouping, it has become a custom in Germany, Austria and Switzerland to group the mobile phone numbers in groups of 3 2 2, preceded by the prefix in brackets:

  Example: *(079) 123 45 67 or (0179) 123 45 67*

- http://www.rtr.at

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Switzerland	41	No	n/a	Space	10	### ### ## ##; #### ### ###
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Switzerland	10	### ### ## ##; #### ### ###	7	(###) ### ## ##; (###) ### ## ##	9; 10	*+41 ## ### ## ##;* *+41 ### ### ###;* *+41 ### ### ## ##;* *+41 #### ### ###*

Notes:

- For mobile phone numbers, since there is no fixed rule but only recommendations for number grouping, it has become a custom in Germany, Austria and Switzerland to group the mobile phone numbers in groups of 3 2 2, preceded by the prefix in brackets: ***Example:*** *(079) 123 45 67 or (0179) 123 45 67*
- Mobile phone format: Prefixes consist of 3 digits (including the leading zero) and range from 076 to 079, plus 020. All mobile phone numbers consist of 7 digits.
- Effective 29 March 2002, Switzerland has switched to a flat numbering system without area codes. All telephone calls in Switzerland then need to include the city code prefix, even local calls within the same city. The “0” prefix will have to be included on all calls. International number format will stay the same, however.
- http://www.bakom.ch

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Luxembourg	352	No	n/a	Space	6;8	## ## ##; ## ## ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Luxembourg	8	## ## ##; ## ## ## ##	8	## ## ## ##	9; 11	### ## ## ##; ### ## ## ## ##

Notes:

- There are no regional codes in Luxemburg. All phone numbers consist of 6 or 8 digits
- All mobile phone numbers consist of 8 digits and start with a 6 (60 and 61 are not used).
- http://www.gouvernement.lu/

Country/ region	International Dialing Code	Area Codes Used?	Number of Digits – Area Codes	Separator	Number of Digits – Domestic	Digit Groupings – Domestic
Liechtenstein	423	No	n/a	Space	7	### ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Liechtenstein	7	### ## ##	7	### ## ##	7	(###) ### ## ##

Notes:

- All mobile phone numbers consist of 7 digits and start with a 6 or a 7.
- There are no regional codes in Liechtenstein. All phone numbers consist of 7 digits.
- http://www.ak.li

Addresses

Country/region: Germany, Switzerland, Austria, Liechtenstein, Luxembourg

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:

Format (information in brackets […] is optional)	Local Example	Example Guide
1. [CompanyName]	Protunda AG	Protunda AG [=CompanyName]
2. [Title/Honorific] FirstName LastName[-LastName]	Frau Dr. Ruth Lüster-Mayer	Frau [= Title] Dr.[Honorific] Ruth [= FirstName] Lüster-Mayer [=LastName + LastName]
3. Address1	Langenweg 1	Langenweg 1 [= StreetName]
4. [Address2]		

Format (information in brackets […] is optional)	**Local Example**	**Example Guide**
5. [CountryCode-]PostalCode City	CH-4814 Bottenwil	CH-4814 Bottenwil [= Country Code +PostalCode + City]
6. [Country]	SCHWEIZ	Schweiz [= Country]

Example Address:

Example Germany:

Herrn
Hans Mustermann
Schillerstr. 9

60823 Frankfurt am Main
DEUTSCHLAND

Same example would look like this in Switzerland and Austria:

Herrn
Hans Mustermann
Schillerstr. 9
D-60823 Frankfurt am Main
DEUTSCHLAND

Local Postal Code Format: Postal codes have five digits in Germany, and four digits in Austria, Switzerland (including Liechtenstein) and Luxemburg. The postal code is always placed in front of the city name.

Local Postal Code Examples:

Germany: 85716 Unterschleißheim
Austria: 1100 Wien
Switzerland: 8304 Wallisellen
Liechtenstein: 9490 Vaduz
Luxemburg: 1470 Luxemburg

Notes:

Following recommendations from the German Post Office apply to the presentation of addresses in Germany ONLY - Switzerland and Austria use the standard format illustrated above (numbers in brackets apply to the example above).

Germany: Add a blank line with a maximum height of 10 mm between street address / PO box (7) and postal code & city (9). Do not use the country abbreviation in front of the postal code (9) but only write the full name of the country in the last line of the address block in CAPITAL letters (10) - of course only for letters sent outside Germany.

For further details on postal addressing systems, please refer to the Universal Postal Union's web site.

Currency

Country/region	**Germany, Austria, Luxembourg**
Currency Name	Euro
Currency Symbol	€
Currency Symbol Position	The currency symbol is placed after the number, preceded by a space, and **not** followed by a period.
Positive Currency Format	123,45
Negative Sign Symbol	For negative values, an en dash (ANSI 0150) is placed in front of the digits, followed by a space.
Negative Currency Format	- 123,45
Decimal Symbol	, (comma)
Number of Digits after Decimal	2
Digit Grouping Symbol	. (period)
Number of Digits in Digit Grouping	3
Positive Currency Example	1.234.567.890,00
Negative Currency Example	- 1.234.567.890,00
ISO Currency Code	EUR
Currency Subunit Name	cent
Currency Subunit Symbol	c
Currency Subunit Example	15 c

Country/region	**Switzerland, Liechtenstein**
Currency Name	Schweitzer Franken (Swiss Francs)
Currency Symbol	Fr.
Currency Symbol Position	The currency symbol is placed before the number, preceded by a space, and followed by a period.
Positive Currency Format	123.45
Negative Sign Symbol	For negative values, an en dash (ANSI 0150) is placed in front of the digits, followed by a space.
Negative Currency Format	- 123.45
Decimal Symbol	. (period)
Number of Digits after Decimal	2
Digit Grouping Symbol	' (apostrophe)
Number of Digits in Digit Grouping	3
Positive Currency Example	1'234'567'890.00
Negative Currency Example	- 1'234'567'890.00
ISO Currency Code	CHF
Currency Subunit Name	Rappen
Currency Subunit Symbol	Rp
Currency Subunit Example	15 Rp

Notes:

- Germany, Austria and Luxembourg use a comma as decimal separator and a period for thousands.
- Switzerland and Liechtenstein use a period as decimal separator and an apostrophe for thousands.
- For further details, please refer to the section **Digit Groups**.

Digit Groups

Country/region: Germany, Austria and Luxembourg

Decimal Separator: ,

Decimal Separator Description: comma

Decimal Separator Example: 10,50 cm; 199,95 €; 1.495,68 kg

Thousand Separator: .

Thousand Separator Description: period
Thousand Separator Example: 9.999,99 €; 120.000 kg; 1.250.254,99 m
Notes: Numbers are written in groups of 3 digits.

Country/region: Switzerland and Liechtenstein
Decimal Separator: .
Decimal Separator Description: period
Decimal Separator Example: 10.50 cm; 199.95 SFR; 1'495.68 kg
Thousand Separator: '
Thousand Separator Description: apostrophe
Thousand Separator Example: 9'999.99 SFR; 120'000 kg; 1'250'254.99 m
Notes: Numbers are written in groups of 3 digits.

Measurement Units

Metric System Commonly Used?: Yes
Temperature: Celsius

Category	US English	German	Abbreviation
Linear Measure	Kilometer	Kilometer	km
	Meter	Meter	m
	Decimeter	Dezimeter	dm
	Centimeter	Zentimeter	cm
	Millimeter	Millimeter	mm
Capacity	Hectoliter	Hektoliter	hl
	Liter	Liter	l
	Deciliter	Deziliter	dl
	Centiliter	Zentiliter	cl
	Milliliter	Milliliter	ml
Mass	Ton	Tonne	t
	Kilogram	Kilogramm	kg
	Pound	Pfund	Pfd. *(different from the US unit)*

Category	US English	German	Abbreviation
	Gram	Gramm	g
	Decigram	Dezigramm	dg
	Centigram	Zentigramm	cg
	Milligram	Milligramm	mg
English Units of Measurement	Inch	Zoll	*no abbreviation (except for the following symbol used to indicate "Zoll":* **"** *)*
	Feet	Fuß	*n/a*
	Mile	Meile	*n/a*
	Gallon	Gallone	*n/a*

Notes: n/a

Percentages

In Software localization the percentage symbol (%) is frequently used as a placeholder. Do not modify or remove placeholders. Follow general software localization guidelines and rules.

Several examples can be found in the section **Software Considerations** in the table for examples on error messages containing **Verbs**.

Sorting

Sorting rules	1. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet. 2. Digits sort after the non-alphabetical characters and before the letters of the alphabet. 3. Characters rank as follows: A a Ä ä (Ä ranks same as A), B b, C c, D d, E e, F f, G g, H h, I i, J j, K k, L l, M m, N n, O o Ö ö (Ö ranks same as O), P p, Q q, R r, S s ß (ß ranks same as ss), T t, U u Ü ü (Ü ranks same as U), V v, W w, X x, Y y, Z z 4. Other accented characters are equal with non-accented characters; so é and e, ç and c, ñ and n, Č and C, ō and o are equal. 5. Double a (aa, Aa, AA, aA) sorts as å (å/Å).
Character sorting order	**Alpha** / **DEC** a / 97 A / 65

	ä	228
	Ä	196
	b	98
	B	66
	c	99
	C	67
	d	100
	D	68
	e	101
	E	69
	f	102
	F	70
	g	103
	G	71
	h	104
	H	72
	i	105
	I	73
	j	106
	J	74
	k	107
	K	75
	l	108
	L	76
	m	109
	M	77
	n	110
	N	78
	o	111
	O	79
	ö	246
	Ö	214
	p	112
	P	80
	q	113
	Q	81
	r	114
	R	82

	s	115
	S	83
	ß	223
	t	116
	T	84
	u	117
	U	85
	ü	252
	Ü	220
	v	118
	V	86
	w	119
	W	87
	x	120
	X	88
	y	121
	Y	89
	z	122
	Z	90
Examples of sorted words	@ 1 Aaron andere ändere chaque chemin cote coté côte côté čučēt Czech hiša irdisch lävi lie lire	

	llama lõug Löwen lòza luč luck Lübeck lye Männer màšta mîr möchten myndig piña pint pylon sämtlich šàran savoir Šerbūra Sietla ślub subtle symbol väga verkehrt vox waffle wood yen yuan yucca žal žena Ženēva

	zoo Zürich Zviedrija zysk zzlj zzlz zznj zznz

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

English Terminology and the German Language System

The influx of English into the German language system has significantly increased with the "information revolution". Although there is no language governing institution in German-speaking countries, there are popular movements to resist this trend. For the localization of Microsoft products into German, please use the terminology that is most widely used in the computer press and among users. This naturally depends on the target market of each product (technical products are bound to contain more specialized language which usually means more English terminology).

While it is acceptable to use English terms if they are indeed the industry standard in Germany, it is by no means an alternative to researching current industry standards. False friends such as "Maschine" for "machine" and stylistic anglicisms are still major translation mistakes (see section on anglicisms below). When incorporating English terms they must follow German grammar and syntax rules. The Institut für deutsche Sprache has guidelines for the formation and incorporation of neologisms, which we have adapted for this style guide. In cases that require more information, we can consult the IDS at any time.

The most important guidelines are outlined below:

Nouns

Inflection: English loan words are inflected when used in German.

Examples:

- (+) der Standort des Servers
- (+) auf diesen Servern

Plural Formation: English loan words are generally pluralized with the plural -s.

Examples:

- (+) Clients
- (+) Websites
- (+) Downloads

Special cases:

English loan words ending in the letter -y simply receive a plural -s according to the new German spelling.

Example:

- (+) Proxys

Loan words with the suffix -er follow German plural formation rules:

Examples:

- (+) Server
- (+) Manager
- (+) Viewer

Terms ending in -or receive a plural -s or -en depending upon whether they are already existing German nouns:

Examples:

- (+) Locators
- (+) Administratoren

Agent is regarded as an English term and is pluralized with –s:

Example:

- (+) Agents

Verbs

In a few cases English verbs are used as loan words. They follow German conjugation rules for weak verbs.

Examples:

- chat => (+) chatten, sie chattet, wir haben gechattet, zu chatten
- debug => (+) debuggen, sie debuggt, wir haben debuggt, zu debuggen
- crawl => (+) crawlen, sie crawlen, wir haben gecrawlt, zu crawlen

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- **Motivation:** Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of the German language?
- **Analogy:** Is there an equivalent German term whose article could be used?
- **Frequency:** Is the term used in other technical documentation? If so, what article is used most often? The Internet may be a helpful reference here.
- Please refer to the Microsoft terminology database to confirm the use of a new loan word and its proper article to avoid inconsistencies.

Example:

- die Homepage => die Seite

Anglicisms

Anglicisms also increasingly sneak into sentence structure and syntax. Please edit your documents with this in mind. The following examples illustrate the type of direct translation that increasingly occurs, but is not acceptable.

Examples:

US English	Anglicism in German	Correct Translation
Holidays	(-) Urlaub	(+) Feiertage
For several minutes	(-) für mehrere Minuten	(+) mehrere Minuten lang
Middle East	(-) Mittlerer Osten *(The term "Mittlerer Osten" exists in German as well, but it describes a much smaller region than the English term "Middle East". The closest German term to the English "Middle East" is "Naher Osten.")*	(+) Naher Osten
For more information please contact ...	(-) Für weitere Informationen kontaktieren Sie ...	(+) Um weitere Informationen zu erhalten, wenden Sie sich an ...

Guidelines for the Localization of Wizard Names

General Guidelines

For the localization of wizard names, please follow the guidelines below.

Abbreviations: N = Noun, A = Adjective (incl. participle used as A), Nv = Verb used as Noun

US English	German	Rule	Pattern
Connection Wizard Installation Wizard	(+) Verbindungs-Assistent (+) Installations-Assistent	**Rule 1**: One noun is followed by a hyphen and “Assistent"	N-Assistant *(For the treatment of the Setup wizards, please refer to the information available on the relevant entries in the Microsoft terminology database and mind possible conceptual differences. There are good reasons for using translations like "Two-Sided Printing Setup Wizard" > "Assistent zum Einrichten des beidseitigen Drucks" or "Stationary Setup Wizard" > "Briefpapier-Assistent".)*

US English	German	Rule	Pattern
Disk Cleaner Wizard Remote Installation Wizard	(+) Diskettenreinigungs-Assistent (+) Remoteinstallations-Assistent	**Rule 2**: A compound of two nouns, or a compound of an adjective and a noun is followed by a hyphen and “Assistent”	NN-Assistent or AN-Assistent Rule 3: In cases of three or more components, there are two different constructions, 3a + 3b:
Create Folder Files Wizard Break Mirror Wizard File Folders Synchronization Wizard	(+) Assistent zum Erstellen von Ordnerdateien (+) Assistent zum Aufteilen eines gespiegelten Datenträgers (+) Assistent zum Synchronisieren von Dateiordnern	**Rule 3a**: In cases of a compound with more than two elements, you can use "zum", nominalized verb and noun.	Assistent zum Nv von N /NN Or: Assistent zum Nv eines/einer/von A + N/NN
Scheduled Synchronization Wizard New Virtual Directory Wizard	(+) Assistent für geplante Synchronisierung (+) Assistent für neues virtuelles Verzeichnis	**Rule 3b**: In cases of a compound with more than two elements, you can use "für", adjective and noun.	Assistent für A +N/NN
Command Button Wizard	(+) Befehlsschaltflächen-Assistent	**Exception**: In cases where the wizard name cannot be separated, it is acceptable to have a compound with more than two elements followed by a hyphen and “Assistent”.	

Welcome Screens

There is no guideline for translating Welcome screens within wizards. Complete phrases are just as fine as "Willkommen" only.

However, the names of Welcome screens should be localized according to one consistent pattern within one product.

US English	German – Option 1	German – Option 2
Welcome to the Connection Wizard	(+) Willkommen beim Verbindungs-Assistenten	(+) Willkommen

Reasons:

- Space issues for German wizard names which tend to increase very much in size (see especially examples for Rule 3a)
- Inflection issues for cases where the wizard name is inserted during run-time. The German translation requires the dative case (thus the suffix -en must be added) which is not always possible if placeholders are filled-in during run-time.
- Redundancy issues: If the dialog title would be 'xyz wizard', and directly underneath it would say 'Welcome to the xyz wizard', the repetition of the wizard name is redundant.

Grammar, Syntax & Orthographic Conventions

Adjectives

For general information on German adjectives, please refer to general German language grammar references.

Possessive Adjectives

This section does not apply to German.

Articles

This section treats articles for product and feature names. For general information on Gender, please refer to German language grammar references as well as to the section **Gender**.

Articles For Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language as well as in the German language. They are treated as proper names. Using "von" and a dative construction is an effective way of avoiding a genitive form and the associated inflection. Attaching a genitive "s" to trademarked product names is not feasible as it could be interpreted as a modification of such names.

Example:

- (+) Die Vorteile von Active Desktop

Localized Feature Names

Translated feature names are used with a definite or indefinite article as they are not treated as proper names.

Example:

- (+) Öffnen Sie den Task-Manager.

See also **Articles for English Borrowed Terms**.

Capitalization

Follow the general German capitalization rules.

Special Case: Capitalization in English Titles

In English titles, for example, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (e.g. that, until, which) are capitalized. Please do not apply the same principle to German titles. Instead, follow the general German capitalization rules. The same rule applies to software strings.

Example:

- Switching Between Windows => (+) Wechseln zwischen Fenstern

Compounds

The Microsoft standard is that compounds of three components or less are written in one word, unless there are definite problems with the readability of a term (i.e. not subjective readability, but the coming together of several letters to form an unintended character combination, e.g. US: back end, would be "backend", the German present participle of "backen" => for better readability: Back-End), or the software design requires hyphenation. Regarding hyphenation we do not make a difference between English and German compounds any more.

Examples:

Compounds with more than three Components	
Dropdown Combo	(+) Dropdown-Kombinationsfeld
Home page file name	(+) Homepage-Dateiname
Real-time conversion rate	(+) Echtzeit-Konvertierungsfrequenz

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Product names are usually trademarked and therefore remain unchanged; additions to a product name are added with a hyphen.

Examples for Product, Feature and Component Names:	
Compounds with Product Names	
Windows password	(+) Windows-Kennwort
Microsoft Word document	(+) Microsoft Word-Dokument
Microsoft SQL Server Database	(+) Microsoft SQL Server-Datenbank
Compounds with Component and Feature Names	
Resource Manager	(+) Ressourcen-Manager
Equation Editor	(+) Formel-Editor
ActiveX Control	(+) ActiveX-Steuerelement
Compounds with Acronyms, Abbreviations or Numerals	
CD-ROM drive	(+) CD-ROM-Laufwerk
2-D gridlines	(+) 2D-Gitternetzlinien
24 bit color value	(+) 24-Bit-Farbwerte

Compounds with Software Components: To emphasize the independent nature of these software components, the following components are usually hyphenated:

- (+) Manager
- (+) Agent
- (+) Assistent
- (+) Editor
- (+) Generator
- (+) Designer
- (+) Viewer
- (+) Explorer

Please note the following **exception**: Event Viewer is translated as Ereignisanzeige, not as Ereignis-Viewer.

Examples:

- (+) PC-Karten-Assistent
- (+) Desktop-Manager
- (+) Faxdeckblatt-Editor
- (+) Fehlerprotokoll-Viewer

Examples for English & German Compounds:	
German Compounds	
Logon script processing	(+) Anmeldeskriptverarbeitung
Workgroup Administrator	(+) Arbeitsgruppenadministrator
Port driver assignment	(+) Anschlusstreiberzuweisung
English Compounds	
Proxy server	(+) Proxyserver
Game Controller	(+) Gamecontroller
Cube measure	(+) Cubemeasure
English-German Compounds	
Online documentation	(+) Onlinedokumentation
Website information	(+) Websiteinformationen
Remote administration	(+) Remoteverwaltung
Hardware address	(+) Hardwareadresse
Client registration options	(+) Clientregistrierungsoptionen
With prepositions:	
snap-in	(+) Snap-In
add-on	(+) Add-On
denial of service attack	(+) Denial-of-Service-Angriff

Compounds with "nicht" should be written in two words and without hyphen, except for nouns. Nouns should be written in one word and without hyphen.

In cases where a different style has become the standard through repeated use, exceptions can be made.

Examples for Compounds with "nicht"	
non-member	(+) Nichtmitglied
unauthenticated	(+) nicht authentifiziert
unmanaged code	(+) nicht verwalteter Code
invisible	(+) nicht sichtbar

Gender

For information on Gender, please follow general German language grammatical rules and references. For terminology, where Gender information in the Microsoft terminology database deviates from these rules, Microsoft term information overrides the general language rules.

Example:

Reference	Term Info	Comment
Microsoft terminology database	(+) Virus, der	Correct Microsoft usage (For complete information on this term, please refer to the Microsoft terminology database)
Duden	Virus, das, *außerhalb der Fachspr. auch* der; *(kleinster Krankheitserreger; zerstörendes, unbemerkt eingeschleustes Computerprogramm)*	
Microsoft terminology database	(+) Blog, der	Correct Microsoft usage (For complete information on this term, please refer to the Microsoft terminology database)
Duden	Blog, das, auch der; <engl.> *(kurz für Weblog)*	

For information on **Articles for English Borrowed Terms**, please refer to the corresponding section under **Articles**.

For information on **Gender Bias**, please refer to the section **Style and Tone Considerations**.

Genitive

First and foremost, please follow the standard conventions on using -es vs. -s in genitive formation. However, in cases where both solutions are possible, always use the simple ending -s.

Convention 1: Product Names:

Attaching a genitive "s" to (trademarked) product names is not feasible, as it could be interpreted as a modification of such names.

Convention 2: -ES Genitive

Following the standard conventions, words ending on -s, -ß, -z, -tz, -x need the -es genitive.

Examples:

- Verzeichnis -> (+) des Verzeichnisses
- Gruß -> (+) des Grußes
- Absturz -> (+) des Absturzes
- Satz -> (+) des Satzes
- Suffix -> (+) des Suffixes

Convention 3: -S Genitive

In cases where both endings are valid, always use the simple ending -s. (This applies also to words like "Debitor" or "Kreditor" where Duden allows a genitive formation with "-s" or "-en".)

Examples:

- Text -> (+) des Texts
- Feld -> (+) des Felds
- Tag -> (+) des Tags
- Vertrag -> (+) des Vertrags

Convention 3: Words of Foreign Origin

A genitive "s" is also added to words of foreign origin:

Examples:

- Server -> (+) des Servers
- Internet -> (+) des Internets
- Host -> (+) des Hosts

Convention 3: Acronyms

Applying the standard German orthography, abbreviations like URL do in general not receive the genitive "s" if the genitive case is clearly recognizable through the syntax (cp.: des PKW).

Examples:

- URL -> (+) der URL
- CD -> (+) der CD
- DVD -> (+) der DVD

See also: **Unlocalized Feature Names** in the section **Articles**.

Modifiers

This section does not apply to German.

Nouns

Please follow general German language grammatical rules.

Please find specific information on nouns in the section on **English Terminology and the German Language System**.

Prepositions

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many translators omit them or change the word order. Translate English prepositions according to their context and avoid Anglicism. The following prepositions have become standard practice at Microsoft:

US Expression	German Expression	Comment
migrate to	(+) migrieren zu	Do not use: (-) auf, (-) nach
import from/to	(+) importieren von/in	
export to	(+) exportieren nach	
integration with	(+) Integration in	
update/upgrade to	(+) aktualisieren auf	
change to	(+) ändern in	used to be "change in" and (-) "ändern auf"
compatible with	(+) kompatibel mit	Do not use: (-) zu
click (on) something	(+) klicken auf	
connect to	(+) verbinden mit	Do not use: (-) zu
in the toolbar	(+) auf der Symbolleiste	
click the tab	(+) auf die Registerkarte klicken	
on the menu	(+) im Menü	
on the net	(+) im Netz (werk)	Do not use: (-) auf dem
on the Internet	(+) im Internet	Do not use: (-) auf dem
on the Web	(+) im Web	Do not use: (-) auf dem
on a web site	(+) auf einer Website	used to be "in einer"
on a web page	(+) auf einer Webseite	

US Expression	German Expression	Comment
welcome to ...	(+) willkommen bei ...	
For information on ... see ...	(+) Informationen zu/über ... finden Sie unter ...	Do not use: (-) "Für Informationen zu/über ... sehen Sie ..."

Pronouns

For information on using Pronouns, please follow general German language grammatical rules and references.

Special Case: “My” Terminology

"My" terminology is rarely used in new US Microsoft materials; however, it was frequently used in the past and there are occurrences in legacy material.

For German products, the guideline is to leave out the possessive pronoun.

The following translations are standard for Windows:

Examples:

- My Computer → (+) Arbeitsplatz
- My Documents → (+) Eigene Dateien

Punctuation

For a detailed discussion of German punctuation, please refer to the punctuation guidelines in Regeln und Wörterverzeichnis, Empfehlung des Rats für deutsche Rechtschreibung, March 8, 2006, http://rechtschreibrat.ids-mannheim.de/aktuell/. The comma rules in this document are not significantly different from the original rules. Therefore, we suggest not changing commas in legacy material, unless they impede usability.

For information on punctuation in numerals please also refer to the section **Digit Groups**.

Comma

Please follow general German language grammatical rules on using comma. Please find specific information below.

Comma before “und” or “oder: If "und" or "oder," connect two full sentences (with a subject and verb), they need to be preceded by a comma.

Colon

Please follow general German language grammatical rules on using colons. Please find specific information below.

Special Case: Do not use colons or other punctuation mark at the end of procedural titles.

See also: **Punctuation in Error Messages**

Example:

US English	German	Comment
To set up the ABC program 1. ... 2. ...	(+) **So installieren Sie das Programm ABC** 1. ... 2. ...	There is NO colon or other punctuation mark at the end of procedural titles.

Dashes and Hyphens

There are three different dash characters:

Hyphen

The hyphen is used to divide words between syllables and to link parts of a compound word.

First and foremost: avoid unnecessary hyphenation. Hyphens can often be avoided by applying the common rules of German syntax instead of following the US syntax. When faced with a complex compound, resolve it by clarifying the relationship among the various compound components. Ways of doing this include shifting the word order or using prepositions.

For detailed information and examples on the Microsoft standard use of hyphens in compounds, please go to the section **Compounds**.

En Dash

Character	En Dash
–	Halbgeviertstrich (en-dash); typically used as "Gedankenstrich" and "Minuszeichen"

Example:

- – 2.375,99 EUR

Em Dash

Character	Em Dash
—	Geviertstrich (em-dash; not used in German documentation)

Ellipses (Suspension Points)

Character	Ellipses
…	Ellipsis is a triple-dot punctuation mark, which is also called a suspension point (Auslassungspunkte). Ellipses, in general, tend to apply to a colloquial register and – wherever possible – should be avoided in the Microsoft context.

Period

Please follow general German language grammatical rules on using periods. Please find specific information below.

Periods in lists and tables: To avoid inconsistencies when setting a period at the end of a list or table entry, please adhere to the following guidelines.

Guidelines:

- If bulleted items are complete sentences: each ends with a period
- If bulleted items continue an introductory clause: do not use a period
- For items in a list (chapters, sections, products, system requirements, etc.) that are neither sentences nor continuations of sentences: do not use a period
- If your translation is longer than the US text, or if you split your translation into several independent sentences, use common sense and insert a period if it improves the German style
- Never put a period after just one word
- The same convention applies to instruction lists, captions and callouts.

For information on punctuation in numerals please also refer to the section **Digit Groups**.

Quotation Marks

Quotation marks are, for example, used when a software user interface element is referred to.

Double quotes are the correct German typographical characters although slightly different from the English in terms of direction and location. The opening quotation mark is at the bottom „ (ANSI 0132); the closing quotation mark is at the top “ (ANSI 0147) (cp. English closing quotation mark: ” (ANSI 0148)).

As the manufacturer of one of the leading word processing applications, we have an obligation to abide by German printing industry standards, curly quotation marks being one of them.

The usage of German curly double quotation marks (bottom/top) is recommended although all forms of quotation marks are possible for Microsoft products: curly or straight quotes, and top/top or bottom/top quotation marks. Single quotation marks should be used only when necessary for technical reasons.

Some fonts do not display the German closing quotes correctly. In cases of single sourcing where a Help engine does not support curly quotation marks, using straight quotation marks is also a valid solution in printed documentation which is later converted to Help.

Examples:

1. Favored solution (curly, bottom/top): „Anführungszeichen“
2. Alternate solution (straight, top/top): "Anführungszeichen"

See also: Typographic Conventions in Software

Parentheses

In German, there is no space between the parentheses and the text inside them.

Please follow general German language grammatical rules on using parentheses.

Singular & Plural

Please follow general German language grammar rules on using singular and plural forms.

Please find specific information on the plural formation for **English Loan Words** in the section **Nouns**.

Split Infinitive

This section does not apply to German.

Subjunctive

In German, the subjunctive form is mainly used in written form and indirect speech.

It is, in general, not appropriate style in the Microsoft context. Rather use active voice and imperative or indicative mood. These are easier to understand than subjunctive mood or passive voice, which can be confusing or sound formal.

Symbols & Non-Breaking Spaces

Symbols

This Style Guide does not cover a comprise overview of existing symbols. For information on Currency symbols used within German-speaking countries, please refer to the section **Numbers** and the sub-section **Currency**.

Non-Breaking Space

In HTML coding, the non-breaking space ( ) is a character entity which can create white space between words or web page elements, or stop the browser from breaking a line in the wrong place.

Example for preventing a line break with a non-breaking space:

- Mr. Mustermann → Herr Mustermann

Non-breaking spaces ( ) should only be used whenever they are present also in the US text. Otherwise it is recommended to use a blank space as non-breaking spaces can create functionality problems.

Syntax

For information on general German syntax, please refer to German language grammar rules.

Parallelism

Parallelism requires that words and phrases that have the same function, also have the same form. Use parallel language whenever you express ideas of equal weight, and for UI elements that are parallel in function (such as headings, labels, lists, or page titles). Using parallel structures is a great way of making texts easier to understand and lists more coherent. Users expect that words and phrases with the same function have the same or a similar linguistic format. This is called "Parallelism" here.

Apply parallel structures for ideas of equal weight and for UI elements that are parallel in function.
Typically, this is the case for:

- Headings
- Labels
- Lists
- Page titles

Use the following methods to achieve this kind of parallelism:

- Make all items similar in length
- Make all items similar in form
- Make all items use the same part of speech

For example, make items all begin with a verb, make them all utilize a noun-verb-adverb structure, or make them all single-word imperative verbs.

Examples:

(+)	Hören Sehen Teilen Sammeln	*These items are parallel because all four items are single word, imperative verbs.*
(-)	Musik Video Teilen Hören	*These items are not parallel because Musik and Video are nouns, but Teilen and Hören are verbs.*

For examples on special cases related to syntax, please also refer to the paragraph on **Syntax** in the **Section Style and Tone Considerations,** as well as to the sections **Procedural Syntax** and **Standardized Translations**.

Verbs

Please follow general German language grammatical rules on using Verbs. For specific information and examples, please refer to the following sections:

- Some Verbs require different translations, depending on the concept or context. Please refer to the section **Terminological Ambiguities** for detailed information and examples.
- **English Terminology and the German Language System**

Word Order

Please follow general German language grammatical rules on Word Order.

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

A product may be targeted at individual consumers, businesses, or internet audiences. When localizing a product, please always keep in mind the target user audience and address the intended user with the appropriate tone and level of grammar and formality, as well as reading level (e.g. technical register for IT professionals, children's register for children).

Style - Consistency and Idiomaticity

The language in Microsoft products should have the "Look and Feel" of a product originally written in German, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

With regard to consistency and idiomaticity, the following general guideline should be followed:

Consistency must not be maintained at all costs and at the expense of idiomaticity, and vice versa.

The line between those two pillars is a thin one; therefore, this topic was designed to help find a balanced approach.

Note: The following example strings should only serve as idiomatic examples, they don't need to be taken over literally.

Syntax

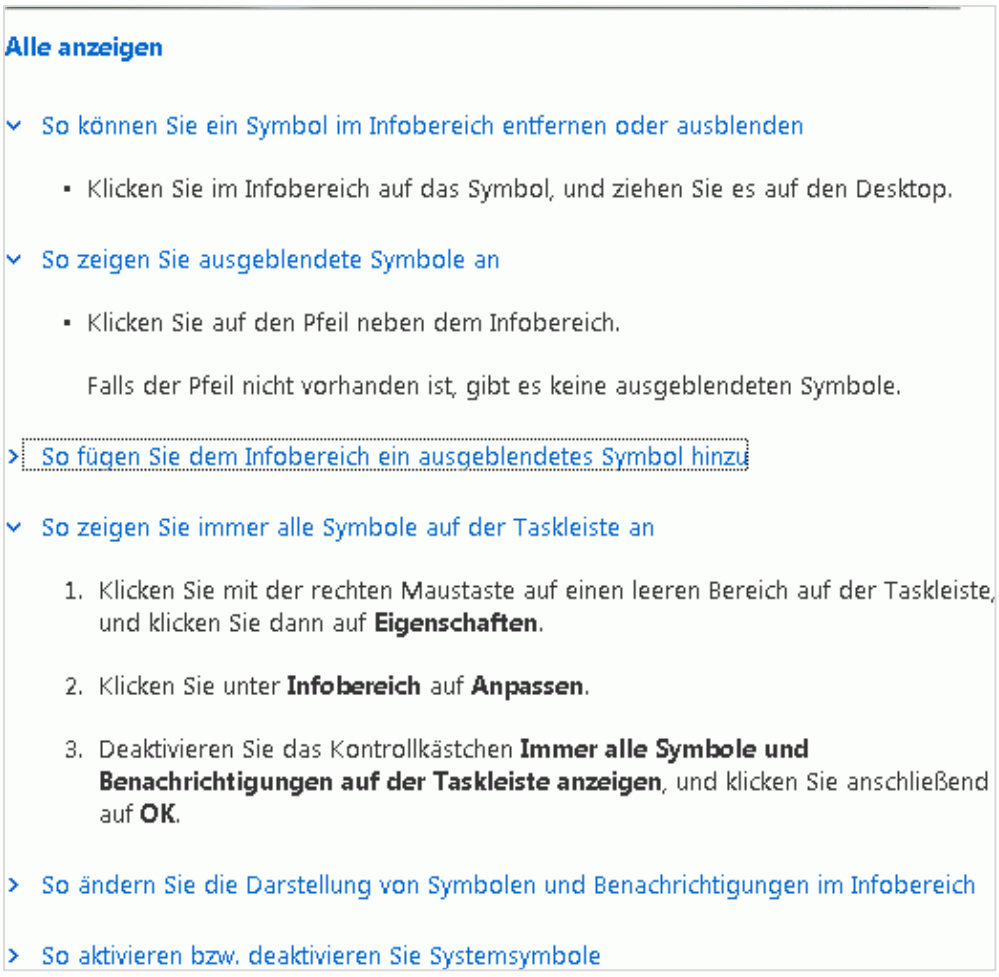
If there is a more idiomatic way of structuring a given sentence, use the German word order instead of translating word by word, as long as the key message is conveyed.

Example	Standard Translation	Idiomatic Translation	Comment
Display Name as shown in the list of participants in a shared session	(-) Angezeigter Name wie in der Liste der Teilnehmer an der Freigabesitzung	(+) In der Liste der Sitzungsteilnehmer angezeigter Name	Changing the word order and shortening the string is advisable.
Format cells that contain the text:	(-) Zellen formatieren, die den Text enthalten:	(+) Zellen formatieren, die folgenden Text enthalten:	The "text" or "formatting" is specified after the colon; in such cases, it is more idiomatic to use "folgende/r" in German.
Click here for more options such as pasting only the values or formatting.	(-) Klicken Sie hier, um weitere Optionen wie das Einfügen nur von Werten	(+) Klicken Sie hier, um weitere Optionen anzuzeigen, z.B. wenn Sie	Creating a subordinate clause is an elegant solution if sentence

Example	Standard Translation	Idiomatic Translation	Comment
	oder Formatierung anzuzeigen.	nur Werte oder Formatierungen einfügen möchten.	structure gets too complex
Format cells with a date	(-) Zellen formatieren mit einem Datum	(+) Zellen mit Datum formatieren	Apply proper German syntax instead of the English, i.e. direct object, indirect object, verb
My table has headers	(-) Meine Tabelle hat eine Kopfzeile	(+) Die Tabelle hat Überschriften	Leave out possessives whenever the distinction "my" versus "his/hers/theirs" is not required.
Blank Page Sizes	(-) Größen leerer Seiten	(+) Leere Seiten in verschiedenen Größen	Use explanatory workaround if a literal translation is not wrong but sounds cryptic
Interrupts/sec is the average rate at which the processor received and serviced hardware interrupts.	(-) Interrupts/Sek. ist die durchschnittliche Rate, mit der der Prozessor Hardwareinterrupts empfangen und bearbeitet hat.	(+) Interrupts/Sek. steht für die durchschnittliche Frequenz, mit der der Prozessor Hardwareinterrupts empfängt und bearbeitet.	Adjust tense to present for general statements if it sounds more natural
It does not include deferred procedure calls (DPCs), which are counted separately.	(-) Dies schließt keine DPCs ein, die separat gezählt werden.	(+) DCPs sind darin nicht enthalten; diese werden separat gezählt.	Split up sentences if it improves readability.
This value is an indirect indicator of the activity of devices that generate interrupts, such as network interface cards.	(-) Dieser Wert ist eine indirekte Anzeige der Aktivitäten von Geräten, die Interrupts erzeugen, wie z.B. Netzwerkschnittstellenkarten.	(+) Der Wert zeigt die indirekte Aktivität von Geräten an, die Interrupts erzeugen, wie z.B. Netzwerkkarten.	Dieser = Der, Ist Anzeige = zeigt an, steht für Netzwerkschnittstellenkarten = Netzwerkkarten
Normal thread execution is suspended.	(-) Die normale Threadausführung ist ausgesetzt.	(+) Die normale Threadausführung wird ausgesetzt.	Apply Vorgangspassiv and Zustandspassiv according to what the context requires.

Consistent syntax helps set users' expectations. Once these expectations are set, users can more quickly parse text that uses consistent syntax. For example, if instructions are always written in the imperative form, users will learn to pay closer attention to imperative sentences.

Example:


Alle anzeigen
So können Sie ein Symbol im Infobereich entfernen oder ausblenden
Klicken Sie im Infobereich auf das Symbol, und ziehen Sie es auf den Desktop.
So zeigen Sie ausgeblendete Symbole an
Klicken Sie auf den Pfeil neben dem Infobereich.
Falls der Pfeil nicht vorhanden ist, gibt es keine ausgeblendeten Symbole.
So fügen Sie dem Infobereich ein ausgeblendetes Symbol hinzu
So zeigen Sie immer alle Symbole auf der Taskleiste an
1. Klicken Sie mit der rechten Maustaste auf einen leeren Bereich auf der Taskleiste, und klicken Sie dann auf Eigenschaften.
2. Klicken Sie unter Infobereich auf Anpassen.
3. Deaktivieren Sie das Kontrollkästchen Immer alle Symbole und Benachrichtigungen auf der Taskleiste anzeigen, und klicken Sie anschließend auf OK.
So ändern Sie die Darstellung von Symbolen und Benachrichtigungen im Infobereich
So aktivieren bzw. deaktivieren Sie Systemsymbole

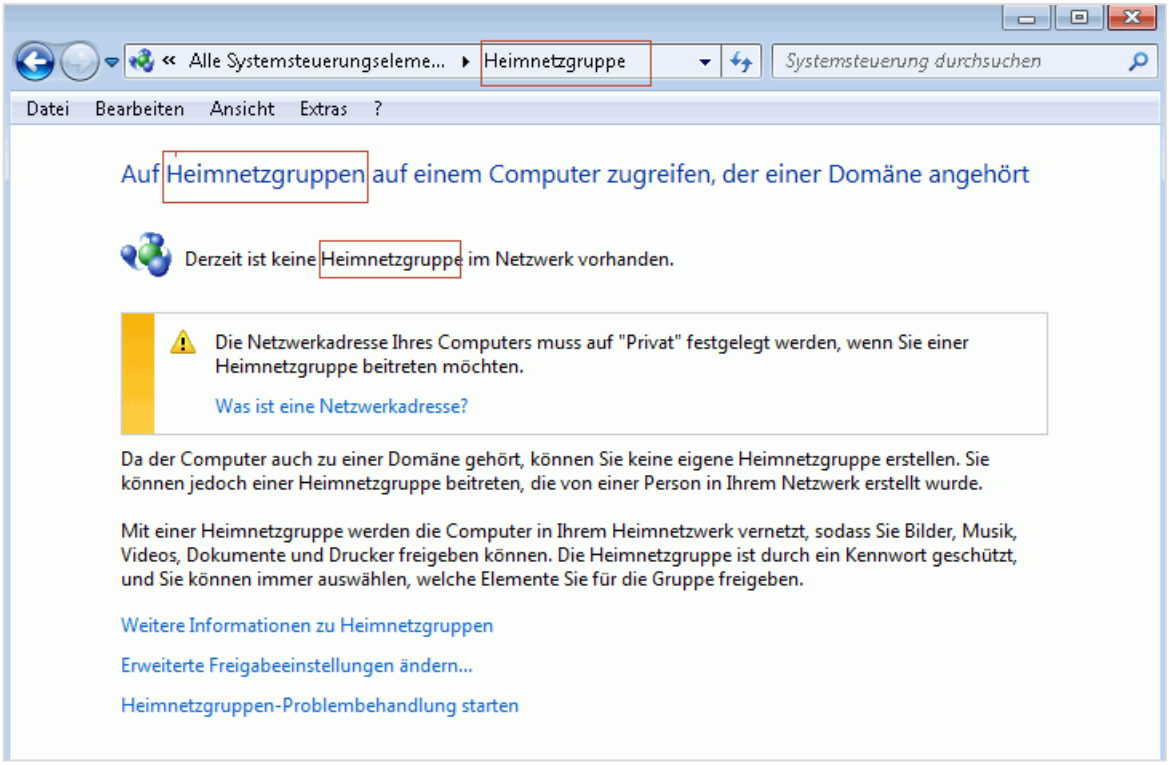
Terminology and Word Choice

The choice of words and terminology has a great impact on how a product is perceived. Even simple things can appear complicated if they are described in complicated words. Words and terminology should be chosen along the following Guidelines and examples:

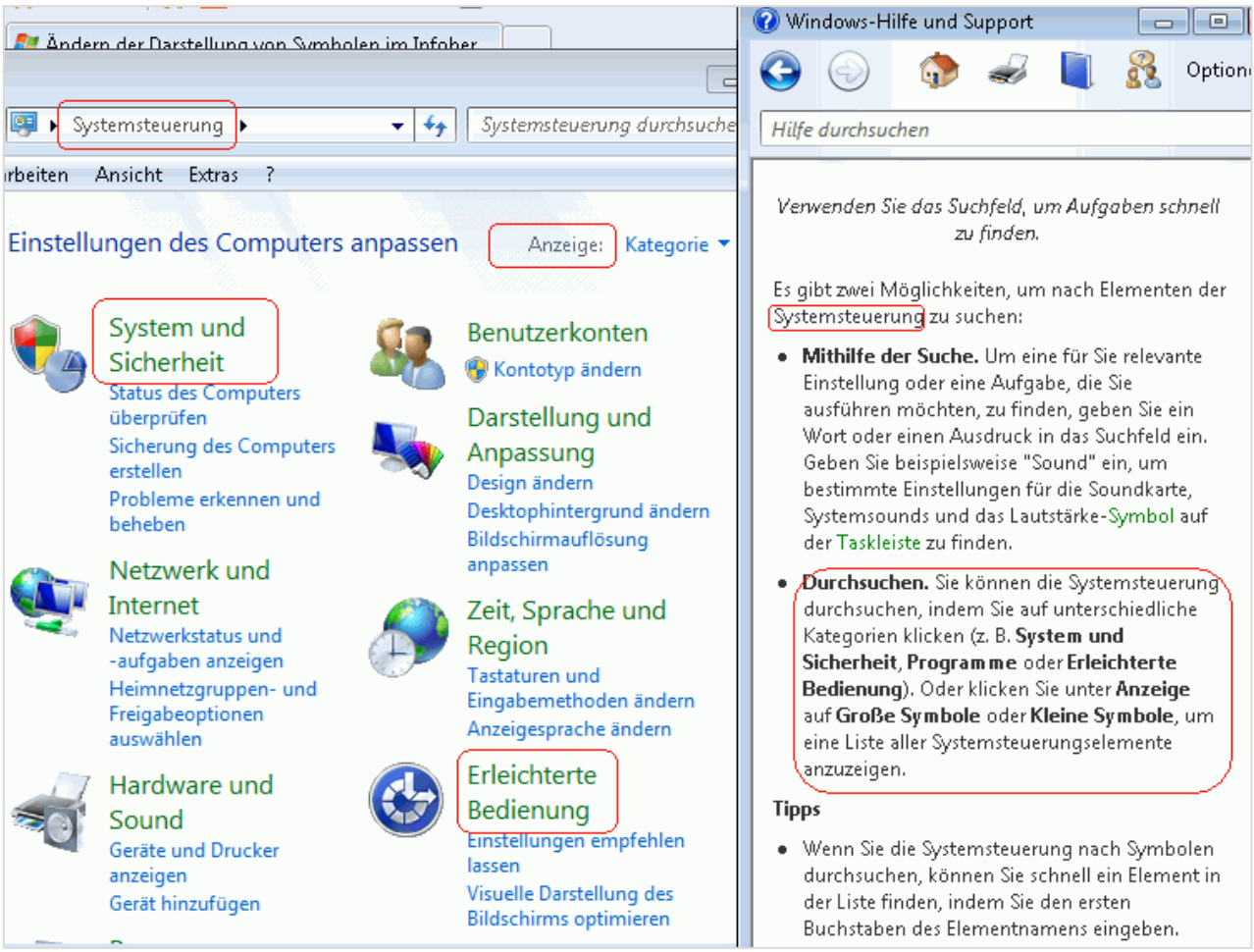
- **Use one term for one concept, and use terms consistently**. Although the use of synonyms might be more interesting to read, worldwide users might assume that your choice of a different term indicates a subtle distinction in meaning.
  For example, choose between *eine Anwendung starten, ausführen,* or *öffnen*, and be consistent.

  Consistent terminology promotes learning and a better understanding of technical concepts. Inconsistency forces users to figure out whether different words and actions mean the same.

  Example for terminology consistency in the software:


« Alle Systemsteuerungseleme... ▸ Heimnetzgruppe
Systemsteuerung durchsuchen
Datei Bearbeiten Ansicht Extras ?
Auf Heimnetzgruppen auf einem Computer zugreifen, der einer Domäne angehört
Derzeit ist keine Heimnetzgruppe im Netzwerk vorhanden.
Die Netzwerkadresse Ihres Computers muss auf "Privat" festgelegt werden, wenn Sie einer Heimnetzgruppe beitreten möchten.
Was ist eine Netzwerkadresse?
Da der Computer auch zu einer Domäne gehört, können Sie keine eigene Heimnetzgruppe erstellen. Sie können jedoch einer Heimnetzgruppe beitreten, die von einer Person in Ihrem Netzwerk erstellt wurde.
Mit einer Heimnetzgruppe werden die Computer in Ihrem Heimnetzwerk vernetzt, sodass Sie Bilder, Musik, Videos, Dokumente und Drucker freigeben können. Die Heimnetzgruppe ist durch ein Kennwort geschützt, und Sie können immer auswählen, welche Elemente Sie für die Gruppe freigeben.
Weitere Informationen zu Heimnetzgruppen
Erweiterte Freigabeeinstellungen ändern...
Heimnetzgruppen-Problembehandlung starten

Example for terminology consistency between software and help:


Ändern der Darstellung von Symbolen im Infober
Systemsteuerung
Systemsteuerung durchsuche
rbeiten Ansicht Extras ?
Einstellungen des Computers anpassen
Anzeige: Kategorie
System und Sicherheit
Status des Computers überprüfen
Sicherung des Computers erstellen
Probleme erkennen und beheben
Netzwerk und Internet
Netzwerkstatus und -aufgaben anzeigen
Heimnetzgruppen- und Freigabeoptionen auswählen
Hardware und Sound
Geräte und Drucker anzeigen
Gerät hinzufügen
Benutzerkonten
Kontotyp ändern
Darstellung und Anpassung
Design ändern
Desktophintergrund ändern
Bildschirmauflösung anpassen
Zeit, Sprache und Region
Tastaturen und Eingabemethoden ändern
Anzeigesprache ändern
Erleichterte Bedienung
Einstellungen empfehlen lassen
Visuelle Darstellung des Bildschirms optimieren
Windows-Hilfe und Support
Option
Hilfe durchsuchen
Verwenden Sie das Suchfeld, um Aufgaben schnell zu finden.
Es gibt zwei Möglichkeiten, um nach Elementen der Systemsteuerung zu suchen:
Mithilfe der Suche. Um eine für Sie relevante Einstellung oder eine Aufgabe, die Sie ausführen möchten, zu finden, geben Sie ein Wort oder einen Ausdruck in das Suchfeld ein. Geben Sie beispielsweise "Sound" ein, um bestimmte Einstellungen für die Soundkarte, Systemsounds und das Lautstärke-Symbol auf der Taskleiste zu finden.
Durchsuchen. Sie können die Systemsteuerung durchsuchen, indem Sie auf unterschiedliche Kategorien klicken (z. B. System und Sicherheit, Programme oder Erleichterte Bedienung). Oder klicken Sie unter Anzeige auf Große Symbole oder Kleine Symbole, um eine Liste aller Systemsteuerungselemente anzuzeigen.
Tipps
Wenn Sie die Systemsteuerung nach Symbolen durchsuchen, können Sie schnell ein Element in der Liste finden, indem Sie den ersten Buchstaben des Elementnamens eingeben.

- **Exceptions for using idiomatic terms.** There will be a few exceptions where a more idiomatic term within a given sentence or compound should be used:.

Issue Examples	Example	Standard Translation	Idiomatic Translation	Comment
conversation vs. [compounds]	conversation topic	*Unterhaltungs*thema	(+) *Gesprächs*thema	
deliver vs liefern	A report is delivered to a mailbox.	Ein Bericht wird an ein Postfach *geliefert*.	(+) Ein Bericht wird an ein Postfach *übermittelt*.	
pass vs. passieren	All messages pass	Alle Nachrichten	(+) Alle Nachrichten	

Issue Examples	Example	Standard Translation	Idiomatic Translation	Comment
	through a server.	*passieren durch* einen Server.	*werden über* einen Server *geleitet*.	
include vs. einschließen	Include a wildcard character.	*Schließen* Sie ein Platzhalterzeichen ein.	(+) *Fügen* Sie ein Platzhalterzeichen ein.	
period vs. Periode	validity period	Gültigkeits*periode*	(+) Gültigkeits*dauer*	also: Gültigkeits*zeitraum*

- **If a term describing a concept already exists**, use it. Use terms that already exist, but avoid giving specific technical meaning to common German terms. Worldwide users are most familiar with the standard meaning, and might not notice the difference in use.

- **Define emerging terminology in the text.** Emerging terminology might not be defined in most dictionaries. Use common German when possible.

- **Before adopting a translation for a new term**, make sure an equivalent term doesn't already exist. Check other German language products by querying the Microsoft terminology database. Check the spelling and hyphenation of new terms.

- **Avoid using jargon and creating words or applying new meanings to common words.** *Malware*, *Werkzeug*, *Bug*, and *fatal* are all good examples. If you must use these terms, define them near the beginning of every section or article. Jargon is also frequently based on metaphor or business practices, which might not make sense to worldwide users. Depending on the context, the text and style should be adopted to reflect the situation accordingly.

- **Use simple, direct words.** The text style must be clear, simple, and correct. Use the simplest and most specific word possible. This is especially effective when explaining a complex technical concept or action. Imagine looking over the user's shoulder and explaining how to accomplish the task.

  - **Acceptable:**
    (-) *Verwenden Sie diese Vorgehensweise,* um das Kennwort zu ändern.
  - **Better:**
    (+) *Gehen Sie folgendermaßen vor,* um das Kennwort zu ändern.
    - or -
  - (+) ***Gehen Sie so vor, um das Kennwort zu ändern.***

- **Use precise words.** When it works with the tone and voice, use one-word nouns and verbs. Nouns and verbs containing multiple words, such as in *ein Urteil fällen*, *in Erwägung ziehen*, *in die Tat umsetzen* can be mistakenly interpreted as individual terms instead of the noun or verb phrase. One-word terms, such as *urteilen*, *erwägen*, *verwirklichen* are easier to interpret.

  - **Poor:**
    (-) **Machen Sie** den Ordner "Autorun" wie folgt **ausfindig**:
  - **Acceptable:**
    (-) **Sie finden** den Ordner "Autorun" folgendermaßen:
  - **Better:**
    (+) **So** finden Sie den Ordner “Autorun”:

- **Avoid idioms and colloquial expressions**. Idioms can confuse non-native speakers, and they take extra time to translate. For example, the Italian equivalent of *Zwei Fliegen mit einer Klappe schlagen* is *Zwei Tauben mit einer Bohne fangen*. However, in some contexts a methaphors and idiomatic expressions should be considered, e.g. in conceptional and of course in marketing related contexts.

  Example: *Wenn Sie jemals auf der Suche nach einem falsch abgelegten Bild, Musikstück oder Tabellenblatt eine Menge Zeit geopfert haben, können Sie nun aufatmen: Mit Windows 7 können Sie Dateien einfacher finden und organisieren.*

- **Avoid surprising or humorous word choices**, slang, and sarcasm. Puns and coined phrases can be difficult to interpret, and non-native German speakers might not recognize humor or sarcasm. If the context allows, consider to reflect humorous word choices.

- **Avoid acronyms and abbreviations** (except if the meaning is obvious, as in *St. Petersburg*), or use them sparingly and define them in context. For example, *BA* is the abbreviation for *Bamberg*, a city in Germany, and for *Basel*, a Swiss city and canton. However, if an acronym or an abbreviation is widely used and introduced in the market, please use them as appropriate.

  Note: it is more common to use “USB” instead of “universeller serieller Bus”.

For additional examples on Terminology and Word Choice, also refer to the sections on **Standardized Translations**, **Software Considerations**, and **Document Translation Considerations.**

Tone

The way you say something can strongly affect the person you are talking to. In fact, it’s not always what you say, but how you say it that determines the response you get from your audience. This is why using the appropriate tone and voice is critical to the success of any Microsoft product.

Please always keep in mind the target user audience and address the intended user with the appropriate tone and level of grammar and formality, as well as reading level (e.g. technical register for IT professionals, children's register for children).

US English	German	Comment
When you (formal) try to start Microsoft Money after you (formal) reinstall Money, you (formal) may receive an error message that is similar to the following.	(+) Wenn Sie versuchen, Microsoft Money nach der Neuinstallation zu starten, erhalten Sie möglicherweise diese oder eine ähnliche Fehlermeldung.	Polite form is used throughout the text; jargon may not be used in Microsoft products; Exceptions for a more relaxed tone are Windows Live and Gaming products.

Voice

In Microsoft software and documentation, the user is addressed in the third person plural (referring to the user as *Sie*). "Man" as a pronoun is not used. Please also refer to the example provided under **Tone**.

Usage of "Sie" in Instructions

The question of how often "Sie" should be included in instructional sentences occurs every now and then. The advice is to avoid unnecessary usage of "Sie" in instructions and to keep instructions as concise and as clear as possible. However, when the action changes, "Sie" should be used as an additional indicator that the next step is different from the previous action. "Sie" can also mark certain sentence constructions unambiguously as instructions.

Examples:

US English	German
Click the Office button and then click New.	(+) Klicken Sie auf die Office-Schaltfläche und dann auf **Neu**.
Click File, point to New and then click Folder.	(+) Klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf **Ordner**.

Active and Passive Voice

In general, use the active voice, which emphasizes the person or thing doing the action. It is more direct and personal than the passive voice, which can be confusing or sound formal.

The passive voice should be used for sentences where the US string uses personified subjects.

Examples:

Poor:
(-) Die Symbole können alphabetisch nach Namen sortiert werden.
Wenn ein persönlicher digitaler Assistent (PDA) oder ein Laptop angeschlossen wird...

Note: *The agent is missing which sounds impersonal. The user may not recognize that he or she can take action to modify application to his or her needs.*

Better:
(+) Sie können die Symbole alphabetisch nach dem Symbolnamen sortieren.
Wenn Sie einen persönlichen digitalen Assistenten (PDA) oder einen Laptop anschließen...

Use the passive voice only in the following cases:

- When a US string uses personified subjects, the German word order should change from active to passive voice to avoid inanimate subjects in agentive semantic roles.
- When the context allows for omission of the subject, rephrase and change the word order.
- When the context does not allow for omission of the agent, use passive voice and vom/von der/von + subject.

Examples:

US English	German
Setup encountered an error while creating your startup disk.	(+) Fehler beim Erstellen der Startdiskette.
Setup cannot access the server you chose.	(+) Kein Zugriff auf den gewählten Server.
Setup cannot find the remote computer.	(+) Der Remotecomputer wurde nicht gefunden.
Windows cannot start your system.	(+) Das System kann nicht gestartet werden.
Terminal Server Licensing cannot start work scheduler.	(+) Der Auftragsplaner kann nicht gestartet werden.
The license server cannot allocate the required memory	(+) Der erforderliche Arbeitsspeicher kann vom Lizenzserver nicht zugeordnet werden.

- To avoid a wordy or awkward construction
- When the action rather than the doer is the focus of the sentence
- When the subject is unknown
- In error messages, when the user is the subject and might feel blamed for the error if the active voice is used

Examples:

German Example	Comment
(+) Das neue Symbol sollte oben links angezeigt werden.	Subject is unknown respectively action is done by the software.
(+) Die Seite wurde nicht gefunden.	Passive to avoid first person wir and to avoid blaming someone
(+) Einige erforderliche Angaben wurden nicht gemacht.	Passive to avoid blaming the user
(-) Das neue Symbol sollte von der Anwendung links oben platziert werden.	*Too clumsy*
(-) Wir können die Seite nicht finden.	*Wir* sounds as if Microsoft is responsible for the issue and therefore carries negative associations here

See also: **Guidelines for the Localization of Error Messages**; **Translation of Status Bar Messages**

Bias-Free Language

Biased language referring to women or racial, ethnic, and other minority groups ranges from patronizing representations, stereotypes, and often well-intended "euphemisms" to obviously offensive expressions.

Gender Bias

Regardless of whether the localized product is targeted at individual consumers, businesses, or internet audiences, the sensitivity of users to male and female stereotypes should be recognized by writers and localizers.

Guidelines

Instead of stressing gender differences and/or reinforcing stereotypical distinctions between men and women, the language used should be as neutral as possible. The neutral approach also applies to the localization of scenarios, comparisons, examples, illustrations and metaphors. Create a balance when assigning roles and functions to men and women, e.g. active vs. passive roles, leading vs. secondary roles, technical vs. non-technical professions, etc. Scenarios, pictures, metaphors, and comparisons should be based on areas and attributes common to both genders.

Instead of using phrases which mention the two genders separately, use a general term that includes both genders such as Menschen, Kinder or Personen.

Avoid writing sentences that refer to a single person whose gender is unknown. You can often avoid this situation by rewriting the sentence to make the subject plural.

In cases where a reference to a single person is impossible to avoid, do not use “er oder sie”, “ihm oder ihr”, or “seine oder ihre”. The language in Microsoft products should sound natural, and people do not talk this way. Also, generally avoid the use of slashes and brackets to combine both genders (although sometimes exceptions are made - see table below).

Example:

Qualification	**Example:**
Good:	(+) Sie erhalten möglicherweise keine Antwort, da dieser Kontakt den Status "Abwesend" hat.
Poor:	(-) Diese(r) Empfänger(in) antwortet möglicherweise nicht, da er/sie den Status "Abwesend" hat.

"Man" as a pronoun is not used in Microsoft software and documentation.

Use the following strategies to avoid the use of overtly gender-biased expressions:

Linguistic Method	**(+) German Example**	**Context**
Neutral noun *The elements -hilfe, -kraft, -personal, -schaft can be used to create neutral forms that replace individual masculine or feminine forms. We strongly recommend this option whenever possible.*	Person, Servicepersonal, Kursleitung, Fachleute, Belegschaft, alle (instead of jedermann), Geschäftsführung, Redaktion, Team	Concept descriptions, explanations
Nominalized present participles or plural forms *This method results in nouns that are short and explicit. However, in a highly technical context they sometimes sound contrived and should therefore be used with caution. Please use nouns in this*	Studierende, Teilnehmende, Beitragende, Beschäftigte, Freischaffende, Angestellte	Concept descriptions, explanations

Linguistic Method	(+) German Example	Context
category only if they are already commonly used in German.		
Mention both genders explicitly	Benutzerinnen und Benutzer Sehr geehrte Leserinnen und Leser... Sehr geehrte Kundin, sehr geehrter Kunde...	**Only** in prefaces, introductions, product information, greetings
Combining both gender by means of a slash or brackets *Readability is key in Microsoft documentation. This option is generally not used except in Microsoft License Terms (formerly known as EULA). Always use with caution, especially in combination with adjectives and articles.*	Benutzer/in, Adressat/in, Vorgesetze(r)	**Only** in exceptional cases such as License Terms, sometimes in tables (e.g. headers, column/row titles)

Rephrasing Recommendations

At times, the US-English source text has to be paraphrased or restructured.

Examples:

US English	German Example
A custom dictionary can only be used by the user who created it.	(+) Ein Benutzerwörterbuch kann nur von der Person verwendet werden, die es erstellt hat.
All users who use this feature.	(+) Alle, die dieses Feature einsetzen.
Some of the best snapshots could be made because the photographer...	(+) Einige der besten Schnappschüsse kamen gerade deshalb zustande, weil die Person hinter der Kamera...
Send the slide show through e-mail to your friends and family.	(+) Versenden Sie die Folienpräsentation per E-Mail an Ihre Familie und Ihren Freundeskreis.
Create an appealing and secure shopping environment for your customers.	(+) Schaffen Sie ein ansprechendes und sicheres Einkaufsklima für Ihre Kundschaft.

Ethnic and Racial Bias

Ethnic or racial slurs are easy to identify and as such easy to avoid. It is more difficult, however, to avoid involuntary bias which consists in the use of expressions or names that the group represented considers inappropriate.

As a rule, the group and its members should be represented as they wish (i.e. Sinti and Roma). This means above all using the name that the group itself uses. These names are subject to change resulting from altered awareness within the specific culture or a change of consciousness within the group itself, so that terms used in the past may no longer be acceptable. If in doubt, the localizer needs to research the most current sources on the name of the group. Ethnic and racial bias should also be avoided in scenarios, examples, and other illustrations.

Localization Guidelines

This section contains guidelines for localization into German.

General Considerations

The language in Microsoft products should have the "Look and Feel" of a product originally written in German, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

For information and examples on handling Consistency versus Idiomaticity, please also refer to the section **Style**.

Abbreviations

Common Abbreviations

You might need to abbreviate some words in the UI (mainly buttons or options names) due to lack of space. Please take into account the following guidelines on how words should be abbreviated in German.

Common Abbreviations

Use the common abbreviations listed below. Note, however, that we do not recommend extensive use of abbreviations.

List of common abbreviations:

Expression	Acceptable Abbreviation
das heißt	d. h.
gegebenenfalls	ggf.
in der Regel	i. d. R.
und Ähnliches	u. Ä.
und so weiter	usw.
unter anderem	u. a.
unter Umständen	u. U.
vergleiche	vgl.
beziehungsweise	bzw.
zum Beispiel	z. B.
zum Teil	z. T.
zurzeit	zz.

Further Guidelines:

1. If a sentence ends with an abbreviation that has its own period, there is no additional end-of-sentence period.
2. Use a non-breaking space (CTRL+SHIFT+SPACEBAR) in abbreviations such as z. B. or d. h.
3. If non-breaking spaces cannot be used (e.g. in Help files), it is also acceptable to write these abbreviations without a space to avoid having one letter move to the beginning of the next line.

Examples: Use caution with the following abbreviations:

Abbreviation	Comment
OK	Use only in reference to the interface.
US	Use only in compounds such as US-Dollar, US-Produkt
MS	For legal reasons, Microsoft may not be abbreviated. Exception: MS-DOS.
a. m./ p. m.	If it is necessary to keep the US time format in a product, use periods. (For space reasons it may be necessary to omit them in the software.)
2D/3D	This is the Microsoft-specific abbreviation of two-dimensional (2-D) and three-dimensional (3-D), respectively. As this abbreviation is usually combined with a noun and hyphenated (e.g. 3D-Darstellung), do not to use a hyphen in the abbreviation itself.

Abbreviations for Measurements

In addition to common measurements such as km, m, cm, mm, etc. the following abbreviations are used in technical documentation.

Examples:

Measurement	Abbreviation (+)	Comment/Example
Gigabyte	GB	Do not use: (-) Gbyte
Kilobyte	KB	Do not use: (-) Kbyte
Kilobit	KBit	Do not use: (-) Kbit
Megabyte	MB	Do not use: (-) Mbyte
Megabit	MBit	used to be (-) Mbit
Bits pro Sekunde	Bit/s	Use same type for similar measurements, e.g. frames per second => F/s
Megabits pro Sekunde	MBit/s	used to be (-) Mbit/s
Kilobits pro Sekunde	KBit/s	used to be (-) Kbit/s

Measurement	Abbreviation (+)	Comment/Example
Bytes pro Sekunde	B/s	
Megabytes pro Sekunde	MB/s	
Kilobytes pro Sekunde	KB/s	
Point/Punkt	Pt.	No plural form
Inch/Zoll	"	" is acceptable in Packaging and tables, but not in body text. Use full form instead.
Megahertz	MHz	

Exclusion List:

Don't abbreviate such words as

- "oder",
- "und",
- "allgemein",
- "etwas",
- "links",
- "rechts"
- or anything else that may not be immediately recognizable to a user.

When in doubt, spell it out.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory). Acronyms are not as common in German as they are in English.

Caution:

Be careful NOT to include a generic term after an acronym if one of the acronym's letters stands for the same term. Even though this might occur in the US-English version, it should be "corrected" in the localized version.

Examples:

- RPC call => (+) Remoteprozeduraufruf
- HTML language => (+) Hypertext Markup Language (HTML)
- TCP/IP-Protokoll => (+) TCP/IP
- PIN-Nummer => (+) PIN

Localized Acronyms

In UA material, spell out the words on first mention in the text if possible, for example in the section where a feature is described, followed by a translation in parentheses.

Example:

- (+) Datenzugriffsobjekte (Data Access Objects, DAO)
- (+) ActiveX-Datenobjekte (ActiveX Data Objects, ADO)

Specifically for UI material, there is usually not enough space for all three terms (US term, German translation, and the acronym); only in wizards, the acronym can easily be spelled out and localized on first mention. If there are space constraints or there is no 'first' occurrence, it is up to the localizers to judge to the best of their knowledge if the acronym can be left as is, or if it should be localized.

The localizer's judgment should also take into account that users of distinct products will also have different levels of knowledge: while for a German Exchange user identifying "DL" won't pose any serious problems, the average German Windows user would have difficulties in understanding "DL" and prefer "Verteilerliste". Try to be consistent within a product.

Note: Although the English acronym in general can't be derived from the German translation, creating a new acronym derived from the German translated term is not an option.

Unlocalized Acronyms

Many acronyms are standardized and remain untranslated. They are only followed by their full spelling in English if the acronym needs to be explained to German-speaking audiences. In other cases, where the acronym is rather common, adding the fully spelled out form will not add any value but only confuse users. In these cases, the acronym can be used on its own.

Example:

- ANSI (American National Standards Institute)
- ISO (International Standards Organization)
- ISDN
- DSL
- CD
- DVD

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Version Numbers

Version numbers always contain a period (e.g. Version 4.2). Please note the following punctuation examples of "Version x.x":

Example:

- If you are using Microsoft Expression Web 4.0 or later...
  (+) Wenn Sie Microsoft Expression Web, Version 4.0 oder höher, verwenden...

Version numbers are usually also a part of version strings, but technically they are not the same.

Translation of Version Strings

A frequent location of product, feature and component names are the so-called version strings as they appear in the software. When localizing version strings, please use the following guidelines:

Version strings that contain copyright information should always be translated.

Example:

- (+) Copyright © 1991-1998 Microsoft Corporation. Alle Rechte vorbehalten.

Version strings containing feature names that are trademarked should not be translated.

Exception: Bookshelf => LexiROM

Unlike in U.S. version strings, commas should be removed from German version strings if they appear between the actual product name and an addition to the product name such as e.g. "xxx Edition", "Service Pack", "Feature Pack", "Security Update" etc.

Example:

- Windows XP, Service Pack 2 => (+) Windows XP Service Pack 2

Version strings containing feature names that are not trademarked can be translated according to the following criteria and guidelines:

1. If a German user without knowledge of English would not understand the feature name, the name is a good candidate for translation.

Example:

- Internet Referral System => (+) Internetreferenzsystem

2. If the feature name could easily be trademarked at some point, the name is likely to remain untranslated.

   Example:

   - Channel Guide, Drag & Plot

Version strings usually also contain version numbers. Please refer to the topic **Version Numbers** for further information.

How to Reference URL Links to English References

Any URL, whether pointing to Microsoft sites or to external, third parties sites, needs to be identified, verified, and approved by Microsoft before localization starts.

As a general rule, US URLs should be replaced with the equivalent German URLs as provided by Microsoft. If a corresponding German page is not available, there are two options: either keep the US URL or remove it, depending on the relevance of the page.

If the US URL is relevant to the audience/local market, then it should be kept, generally followed by the disclaimer "(in englischer Sprache)". If the US URL is not relevant to the audience/local market, it should be removed. In specific cases a disclaimer may be inserted because sometimes so-called "fw"-links are used, and the pages they point to might be localized at a later time.

This general rule also applies for hyperlinked or non-hyperlinked references to US content. References relevant to the audience/local market should be kept and left in English so that the users can find them on the Web, followed by a translation in parentheses and the disclaimer "(in englischer Sprache)". However, if the English meaning is obvious and will be well understood by the audience, the translation in parenthesis can be omitted.

Frequent Errors – Troublesome or Conflictive Words

There are certain cases where terminological or orthographic ambiguities leave room for interpretation. The intention of this section is to provide recommendations for these specific cases.

For additional information and examples, see also: **Error Messages** **and** **Anglicism**.

Orthographic Ambiguities

The German orthographic reform sometimes allows for spelling alternatives. As long as consistency is not at risk and other Style Guide rules don't prevent it, the alternatives recommended by the Duden should be used (highlighted there in yellow). The following cases are mentioned here for clarification only (see also **Error! Hyperlink reference not valid.**).

One Word vs. Two Words

The new German spelling rules allow two different spellings for some words. To avoid inconsistencies in Microsoft products, please use the following forms:

Examples:

- so dass / sodass -> (+) sodass (BUT: aber er arbeitete so, dass er krank wurde)
- mit Hilfe / mithilfe -> (+) mithilfe
- auf Grund / aufgrund -> (+) aufgrund
- in Frage / infrage -> (+) infrage
- weit greifend / weitgreifend -> (+) weitgreifend
- schwer wiegend / schwerwiegend -> (+) schwerwiegend
- fertig stellen / fertigstellen -> (+) fertig stellen (until further notice)

Terminological Ambiguities

Some terms have different translations, depending on the concept or context. Below are answers to some frequently asked questions.

a) select, click, point – auswählen, markieren, aktivieren, klicken auf, zeigen auf

The default translation for the US term "select" is "auswählen". It is rather general in its meaning and should be used whenever the context does not require another specific translation such as "aktivieren" for check boxes, or "markieren" when the emphasis is on highlighting.

The US text mostly uses the verbs "click" and "point" (instead of "choose"). The German equivalents are "klicken auf" and "zeigen auf" (always used with the preposition "auf"). "Enter" and "type" should be translated as "eingeben" when the user uses the keyboard for input.

Examples for "Select":

Item	US Example	German Example	Comments
Lists	In the drop-down list, select an option.	(+) Wählen Sie in der Dropdownliste eine Option aus.	select = auswählen The user chooses a pre-existing entry, e.g. in a list.
Check Boxes	Select the check box.	(+) Aktivieren Sie das Kontrollkästchen.	select = aktivieren Correspondingly, "to clear" a check box = "deaktivieren".
Highlighting Text,	Select the text and then	(+) Markieren Sie den	select = markieren

Item	US Example	German Example	Comments
Graphics, Cells, etc.	drag it to the new location.	Text, und ziehen Sie ihn an die neue Stelle.	The user "highlights" text (or numbers, cells or graphics).

Examples for "Click":

Item	US Wording	US Example	German Example
Menus	On the ____ menu, click _____.	On the File menu, click Open.	(+) Klicken Sie im Menü **Datei** auf **Öffnen**.
Cascading Menus	On the ___ menu, click ___, and then click ___.	On the View menu, click Fonts, and then click Small.	(+) Klicken Sie im Menü **Ansicht** auf **Schriftarten** und dann auf **Klein**.
Shortcut Menus	On the shortcut menu, click _____.	On the shortcut menu, click Set Home Page.	(+) Klicken Sie im Kontextmenü auf **Homepage festlegen**.
Buttons	Click _____.	Click Forms. Click OK.	(+) Klicken Sie auf **Formulare**. Klicken Sie auf **OK**.
Tab Dialog Boxes	Click the ____ tab.	Click the View tab.	(+) Klicken Sie auf die Registerkarte **Ansicht**.
List Boxes	In the _____ box, click ____.	In the Color box, click Red.	(+) Klicken Sie im Feld **Farbe** auf **Rot**.

b) The Note: Hinweis vs. Notiz

"Hinweis" is used for notes to the user, e.g. in software or documentation. "Notiz" is used for notes the user is taking.

"Anmerkung" should not be used except in cases where "note" is used in the same text or section as "remark".

Glossaries

The Microsoft terminology database should be the primary reference resource. Refer to the section **Reference Material** for additional information. In case no approved target term is available, please research online Microsoft resources to gather information on features/functionality descriptions as well as on the terminology already used. In addition, check partners' and competitors' sites in order to come up with an Industry-specific target term or translation that customers are used to.

For example, if terms are used in the industry but new to Microsoft products, such as Expression terminology which is similar to Adobe Photoshop, the existing localized equivalent from the market leader (here, Photoshop) is the one to be used.

Examples of Microsoft online resources for background information:

- MSDN: http://msdn.microsoft.com/de-de/default.aspx
- TechNet: http://technet.microsoft.com/de-de/default.aspx
- Blogs: There are several Microsoft expert blogs, as well as blogs from Microsoft MVPs available on the Internet, these can be very valuable resources.

You may also want to verify terminology or translations on official or University sites as terms found there are often not translated literally.

Examples:

- Industrial terminology: Seach the **EU database IATE**: http://iate.europa.eu
  Example: bar code => Strichcode, focal length => Brennweite
- Security terminology: Search the **Bundesamt für Sicherheit in der Informationstechnik** site www.bsi.de
  Example: block cipher => Blockchiffre, digital signatures, biometry
- The **German Federal Foreign Office:** http://www.auswaertigesamt.de; a good resource to verify country or city names.

Recurring Patterns

For recurring patterns, please refer to the Links provided in the following section **Standardized Translations**.

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

- **Titles of the Type "Sending a File"**
- **Procedural Titles**
- **Procedural Syntax**
- **Sentences of the Type "In order to"/"Do this"**
- **Terminological Ambiguities**
- **UI Messages**
- **Wizard Names**
- **"My" Terminology**
- **ReadMe Files**
- **Product Names**
- **Disclaimer for Unlocalized URLs/References**
- **Version Numbers**

Unlocalized Items

Trademarked names and the name Microsoft Corporation shouldn't be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

Below please find a list of some UI words that are written the same way in German as in English.

Please note that exceptions may apply. For certain products or concepts a different target term might need to be used. Please refer to the Microsoft terminology databases and always verify the respective term in context.

Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)
Active Directory	Clip	Element	Layout	Pager	Sound
Active Server Pages	Clip Gallery	E-Mail	Laser	Palette	Standard
Add-In	Cluster	Endnote	Logo	parallel	Status
Add-On	Code	Feature	Manager	Parameter	Suffix
Administrator	Computer	Filter	Megabytes	PivotChart	Support
Anchor	Container	Firewall	Minimum	PivotTable	Symbol
Animation	Cookie	Firmware	minus	Pixel	Syntax
Argument	Copyright	Flag	Modem	Plug-In	System
Array	Cube	Format	Multicast	Popup	Task
Audio	Cursor	Frameset	Multimedia	Position	Test
AutoFormat	Debugger	Gateway	Name	Product ID	Text
AutoText	Definition	Global	Namespace	Product Key	Thesaurus
Banner	Demo	Handshake	Navigation	remote	Timeout
Bit	Designer	Hardware	Newsgroups	Roaming	Timestamp
Bitmap	Desktop	Horizontal	offline	Rollover	Toolbox
Browser	Details	Host	offset	Rowset	Variable
Bytes	Digital	Hostname	OK	Scanner	Version
Cache	Dimension	Hyperlink	online	Server	Video
CD Key	Diskette	Index	Operator	Setup	Website
CD-ROM	Download	Installation	Option	SmartPage	Zoom

Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)	Examples (+)
Chat	Dropdown	Internet	optional	Snapshot	
Client	Editor	Kilobytes	Original	Software	

Using the Word Microsoft

Both in English and in German, it is prohibited for legal reasons to use MS as an abbreviation for Microsoft.

Exception: MS-DOS.

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

Typographic Conventions in Software

Use one method consistently within your product as consistent use of typographic conventions helps users locate and interpret information easily. The following guidelines present specific typographic conventions that are relevant for localization of software.

Examples:

When a user interface element is referred to in the software (usually in EDB format), it is placed in quotation marks:

- The file menu => (+) das Menü "Datei"
- The Internet Explorer icon => (+) das Symbol "Internet Explorer"
- The draw toolbar => (+) die Symbolleiste "Zeichnen"

For information on the use of typographic conventions, please refer to the section **Quotation Marks**.

Formatting and typographic conventions for help files and other documents are covered in **Typographic Conventions in Help and Documentation**.

User Interface

Translating UI items can be challenging at times. One of the main difficulties in many cases is the lack of context and information on the exact function of a particular UI item. This topic is intended to give some general guidelines.

Always use all available resources to establish the context for UI items. In EDBs, these could be: the columns Instructions, Resource ID, String ID, sometimes also Previous Source and Term Note.

Translation of Menus, Commands and Buttons

When translating menus, commands, and buttons, you should translate a verb as a verb (infinitive form), unless there is a good reason not to do so. Always try to establish whether a word is a noun or a verb, using all available context and material.

Example:

- Manage Add-ons
- (+) Add-ons verwalten

(A menu command - Do not use: (-) Add-on-Verwaltung)

- Set Query
- (+) Abfrage festlegen

(From Access 2007. - This is the same syntactic pattern as in "Run Query", therefore do not use: (-) Satzabfrage.)

Special Case: Translation of the “About” menu item

The “About” menu item is usually followed by a product name in English strings, but in German strings the product name may be omitted for the below reasons.

US English	German – Option 1	German – Option 2
About Internet Explorer	(+) Info	(+) Informationen zu Internet Explorer

Reasons:

- Space issues for German “About” strings which tend to increase in size.
- Inflection issues for cases where the product name is inserted during run-time. Depending on the product name, the German translation could require the dative case wich in turn would require that a suffix must be added, which is not always possible if placeholders are filled-in during run-time.
- Redundancy issues: If the “About” menu item is obviously associated with the corresponding product, the repetition of the product name is not needed.

Translation of Checkboxes and Radio Buttons

The text for checkboxes and radio buttons does not typically address the user directly. Using "Sie" in checkbox or radio button texts should therefore be a relatively rare choice.

Examples:

- Confirm file format conversion on open
- (+) Dateiformatkonvertierung beim Öffnen bestätigen

(Do not use: (-) Bestätigen Sie die Dateiformatkonvertierung beim Öffnen.)

Punctuation in the source text often indicates whether a string is to be interpreted as a full sentence, but unfortunately this is not always the case. As a general rule, checkboxes and radio buttons receive no period at the end. If the period is there in the source text and if the string is a complete sentence, the localized string should also end with a period. A period is also advised if the target string is a complete and complex or long sentence (full sentence with sub-clauses or stretching over several lines).

Examples:

- I accept the license terms
- (+) Ich akzeptiere die Lizenzbedingungen

(From Windows 7)

- I accept this agreement.
- (+) Ich stimme dem Lizenzvertrag zu.

(From Office Live)

Translation of Dialog Box Titles

Dialog box titles should have the same linguistic form as the corresponding menu items. This pattern is usually observed in the source text, and the source text format is decisive here. If the source text does use a headline format ("Doing xyz"), the German equivalent to this format should be used (see **Titles**).

Example:

- Insert Table
- (+) Tabelle einfügen

Translation of Tool Tips

Tool tips should be short and concise, but helpful to the users. In very many cases, they have exactly the same linguistic form as menus, commands or buttons and use an impersonal style without a period, but in other cases

they serve as short explanations and address the user directly (see for instance the extended tool tips in Office 2007). A consistent and usability-centered approach should be taken.

Example:

- Insert Microsoft Excel Worksheet
- (+) Microsoft Excel-Tabelle einfügen

(Tool tip for an icon in the Word 2003 toolbar. This is the preferred form where possible and helpful.)

- Click here to begin
- (+) Klicken Sie zum Starten auf diese Schaltfläche.

(Tool tip for the Start button of Windows XP.)

See also: Guidelines for the Localization of Error Messages; Guidelines for the Localization of Wizard Names

Translation of Command Line Descriptions

Descriptions for Command Line parameters should use the following verb forms:

Examples:

- (+) /A Listet Dateien mit angegebenen Attributen auf.
- (+) /A Beendet den Prozess, der in allen Sitzungen ausgeführt wird.

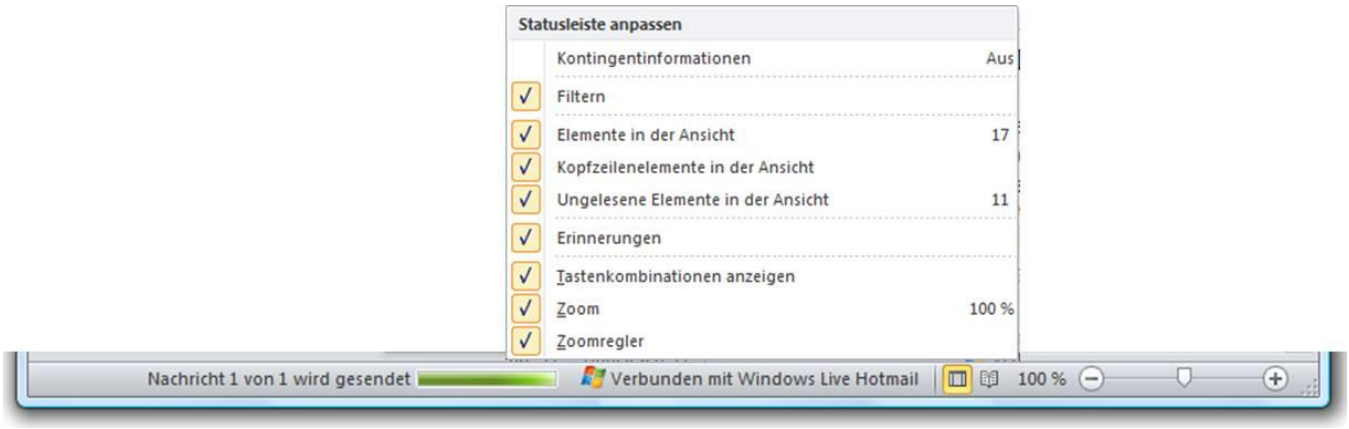
Messages

Status Messages

Status messages report that a process is executing. Standard German syntax should be applied to status messages wherever possible.

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



German Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. These messages usually use a verb in the "-ing" form plus three dots in the end. In German, the passive voice (Vorgangspassiv - see example below) is used.

Difficulties can arise if this convention is not kept in the US text and the status or progress message is not immediately recognizable as such (although sometimes the Resource ID will tell).

Examples:

- Scanning files...
- (+) Dateien werden gescannt...

- Setup is now gathering migration data...
- (+) Migrationsdaten werden gesammelt...

Name	German Name	Category	US English Status Bar message	German Status Bar message
Edit	(+) Bearbeiten	menu	Contains editing commands	(+) Enthält Bearbeitungsbefehle
Copy to Folder...	(+) In Ordner kopieren	menu	Copies the selected items to a new location	(+) Kopiert die ausgewählten Elemente an einen neuen Speicherort
New	(+) Neu	command	Creates a new document	(+) Erstellt ein neues Dokument
			Make object visible?	(+) Soll das Objekt sichtbar sein?

Name	German Name	Category	US English Status Bar message	German Status Bar message
			Word is converting the document. Press Esc to stop.	(+) Drücken Sie ESC, um den Vorgang zu abzubrechen
			Datasheet View	(+) Datenblattansicht
			Done	(+) Fertig

The importance of standardization

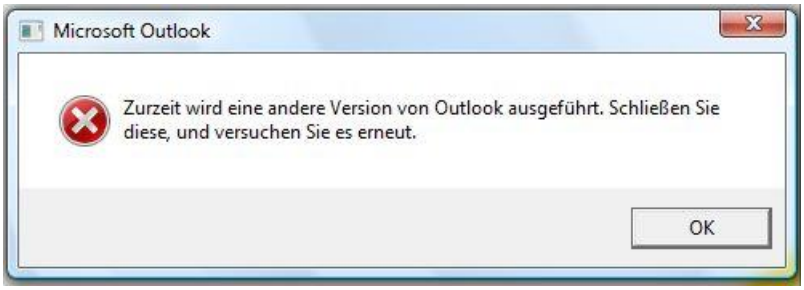
In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized German version. Use one standard translation as in the examples below:

US English term	Correct German translation
Press F1 to get Help	(+) Drücken Sie F1, um die Hilfe anzuzeigen.
If you want Help press F1	
To get Help press F1	
Not enough memory	(+) Nicht genügend Speicher.
Insufficient memory	
There is not enough memory	
Save changes to %1?	(+) Möchten Sie die Änderungen an %1 speichern?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:


Microsoft Outlook
Zurzeit wird eine andere Version von Outlook ausgeführt. Schließen Sie diese, und versuchen Sie es erneut.
OK

Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

The following guidelines were created in an effort to standardize error messages, which are often inconsistent and where the meaning is not always clear in English. New localizers frequently ask for help with error messages. Main principles for translation are clarity, comprehensibility and consistency.

German Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product. Therefore, please apply the following guidelines when localizing error messages (underlined formatting in the examples below is only used for emphasis).

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

Please find a comprehensive list of error message examples on the following pages.

Examples of the most important Error Message Standards:

US English	Translation	Example	Comment
Cannot … Could not …	(+) … konnte nicht.	The texture file could not be opened / Couldn't open output file (+) Die Strukturdatei konnte nicht geöffnet werden. / Die (+) Ausgabedatei konnte nicht geöffnet werden.	Could not/couldn't V = N ... konnte nicht (Do not use: (-) Konnte … nicht at the beginning of the sentence)
Failed to … Failure of …	(+) Fehler	Failed to generate … due to a failure in generating a … name. (+) Fehler beim Generieren einer … aufgrund eines Fehlers beim Generieren eines …	Failure = Fehler

US English	Translation	Example	Comment
		Namens.	
Cannot find … Could not find … Unable to find … Unable to locate …	(+) finden	Cannot locate Microsoft Conversion Library. (+) Die Microsoft-Konvertierungsbibliothek kann nicht gefunden werden.	Locate, find = finden
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	(+) nicht genügend	Not enough memory to complete this operation. (+) Nicht genügend Speicher zum Abschließen des Vorgangs.	not enough, insufficient = nicht genügend (Do not use: (-) nicht ausreichend); Also: use the definite article instead of the demonstrative pronoun unless it is important in context.
... is not available ... is unavailable	(+) nicht verfügbar	FCB unavailable. (+) FCB ist nicht verfügbar.	Unavailable = nicht verfügbar

Articles and Pronouns

US English	German	Comment
File already exists / The file already exists / This file already exists	(+) Die Datei ist bereits vorhanden.	In complete sentences, use articles consistently even if the US string does not.
Memory control blocks were destroyed.	(+) Arbeitsspeicher-Kontrollblöcke wurden beschädigt.	In the plural, avoid the definite article (die) unless it is clear that reference to all is made.
Any action to correct the problem should be performed on this computer.	(+) Jeder Versuch, das Problem zu behandeln, sollte auf diesem Computer durchgeführt werden.	Adapt translation of any to the context: jede, jeder, alle, der/die/das,or omit. Here, the demonstrative pronoun (diesem) is important.
Windows cannot start your system. If the problem persists, contact your	(+) Das System kann nicht gestartet werden. Wenden Sie sich an den	Use definite articles instead of possessive pronouns Ihr/Ihre unless

US English	German	Comment
network administrator.	Netzwerkadministratoren, wenn das Problem wiederholt auftritt.	ownership is important in context.

Prepositions and Conjunctions

US English	German	Comment
Wrong number of arguments or invalid property assignment	(+) Falsche Anzahl von Argumenten oder ungültige Eigenschaftszuweisung.	Anzahl von (Do not use: (-) an or (-) der)
Read error on input file.	(+) Lesefehler in der Eingabedatei.	Do not use: (-) auf
Input past end of file.	(+) Eingabe hinter dem Dateiende.	Do not use: (-) nach
The network is down./ Network is down.	(+) Das Netzwerk ist ausgefallen.	Metaphorically used prepositions usually require rephrasing.
You interrupted Setup while it was copying Windows files from a Setup (.CAB) file. / Disk full while accessing %1.	(+) Setup wurde beim Kopieren der Windows-Dateien von einer Setup-Datei (.CAB) unterbrochen. / (+) Der Datenträger war beim Zugriff auf %1 voll.	while V + ing = beim N or nominalized V (Do not use: (-) während des ...)

Verbs

US English	German	Comment
The document is too large. / Document too large.	(+) Das Dokument ist zu groß.	Use ist/sind/werden/wurde, etc. consistently even if source message does not.
Access was denied. / Access denied.	(+) Der Zugriff wurde verweigert.	In complete sentences, use verbs and the same tense as in the source string. Use different tenses only to avoid ungrammatical or illogical results.
The installed WordPerfect graphics filter is an old version.	(+) Bei dem installierten WordPerfect-Grafikfilter handelt es sich um eine ältere Version.	Rephrase to produce an appropriate translation.
The application may attempt to convert the graphic.	(+) Die Anwendung versucht möglicherweise, die Grafik zu konvertieren.	may + V = V + möglicherweise (Do not use: (-) vielleicht, (-) eventuell)
A problem occurred while trying to connect to the network share '%1!s!'.	(+) Problem beim Herstellen der Verbindung mit der Netzwerkfreigabe '%1!s!'.	Shorten and rephrase: Problem beim + nominalized V or if this does not work, Problem beim/bei der + N

US English	German	Comment
		(Do not use: (-) ist ein Problem aufgetreten).
An error occurred while trying to display the image.	(+) Fehler beim Anzeigen des Bildes.	Shorten and rephrase: Fehler beim + nominalized V or if this does not work, Fehler beim/bei der + N (Do not use: (-) ist ein Fehler aufgetreten).
The following error occurred: '%1!s!' (error #%2!lx!)	(+) Fehler: '%1!s!' (Fehler #%2!lx!).	Shorten this construction where possible (Do not use: (-) Folgender Fehler trat auf:).
An unknown error has occurred./ No error occurred.	(+) Unbekannter Fehler. / Kein Fehler.	Shorten this construction where possible.
This message should only occur on a down-level computer.	(+) Diese Meldung sollte nur bei einem älteren Computer erscheinen.	Translate the verb occur in the sense of "appearing on the screen" with erscheinen (Do not use: (-) auftreten).
Problem converting equation.	(+) Problem beim Konvertieren der Gleichung.	V + ing = ... beim nominalized V. If this does not work, use beim/bei der + N.
Insufficient memory to convert equation.	(+) Nicht genügend Speicher zum Konvertieren der Gleichung.	to + V = ... zum nominalized V. If this does not work, use für die/den/das + N.
Insufficient memory to complete.	(+) Nicht genügend Speicher zum Abschließen des Vorgangs.	Rephrase if the German verb requires an object (similar to: Not enough memory to complete this operation).
Cannot find the graphic file '%s'.	(+) Die Grafikdatei '%s' kann nicht gefunden werden.	Locate, find = finden
Do you want to continue installing Microsoft Exchange?	(+) Möchten Sie die Installation von Microsoft Exchange fortsetzen?	Standard term: fortsetzen (Do not use: Do not use: (-) mit ...fortfahren)
Please wait a few minutes, and then click OK to continue.	(+) Warten Sie einige Minuten, und klicken Sie auf "OK", um den Vorgang fortzusetzen.	The verb fortsetzen requires a direct object. If there is none, add den Vorgang.
If you skip this file, Windows may not work correctly.	(+) Wenn Sie diese Datei überspringen, ist Windows möglicherweise nicht mehr voll funktionsfähig.	Rephrase (Do not use: (-) arbeiten, funktionieren).
Failed to perform server operation.	(+) Fehler beim Ausführen des Servervorgangs.	Perform = ausführen (Do not use: (-) durchführen)
Memory control blocks were destroyed.	(+) Arbeitsspeicher-Kontrollblöcke wurden beschädigt.	Destroyed = beschädigt
Contact technical support.	(+) Wenden Sie sich an den Technischen Support.	Avoid the verb kontaktieren.
Please re-install the program./ Try running Setup again.	(+) Installieren Sie das Programm erneut. / Führen Sie Setup erneut aus.	Use erneut when there is verb prefixed by re- (e.g. reinstall) in the sense of "once more" or the word

US English	German	Comment
		again calls for it.
To try copying files again, click OK.	(+) Klicken Sie auf "OK", um die Dateien erneut zu kopieren.	Omit the translation of try when there is a simple alternative.

Negation

US English	German	Comment
Out of input.	(+) Keine weitere Eingabe.	Reproduce short form in this type of error message.
Not the same device	(+) Nicht das gleiche Gerät.	(Do not use: (-) dasselbe).
Not enough memory.	(+) Nicht genügend Speicher.	not enough, insufficient = nicht genügend (Do not use: (-) nicht ausreichend)
Wrong file type.	(+) Falscher Dateityp.	Wrong, incorrect = falsch
An illegal setting name has been entered.	(+) Es wurde ein *ungültiger* Einstellungsname eingegeben.	Invalid, illegal = ungültig
Invalid compatible device list.	(+) Ungültige Liste kompatibler Geräte.	Check relations to avoid incorrect reference.
%1 has a bad format.	(+) %1 hat ein ungültiges Format.	Adjective bad = ungültig unless the meaning is physically broken (= beschädigt).
Unknown language.	(+) Unbekannte Sprache.	Do not use: (-) Sprache nicht bekannt.
Object doesn't support current locale setting.	(+) Das Objekt unterstützt die aktuelle Ländereinstellung nicht.	Use standard word order (Do not use: (-) Objekt unterstützt nicht die aktuelle Ländereinstellung).
Cannot open conversion file. / The 'Defaults' settings cannot be overwritten.	(+) Die Konvertierungsdatei kann nicht geöffnet werden. / Die Standardeinstellungen können nicht überschrieben werden.	Cannot/can't V = N ... kann/können nicht (Do not use: (-) Kann … nicht at the beginning of the sentence)
The texture file could not be opened / Couldn't open output file	(+) Die Strukturdatei konnte nicht geöffnet werden. / Die Ausgabedatei konnte nicht geöffnet werden.	Could not/couldn't V = N ... konnte nicht (Do not use: (-) Konnte … nicht at the beginning of the sentence)
Unable to convert badly formed equation.	(+) Die ungültige Gleichung kann nicht konvertiert werden.	Unable to ... = ... kann/können nicht ... If possible, use passive and move

US English	German	Comment
		the object to subject position (Do not use: (-) Kann ... nicht at the beginning of the sentence).
FCB unavailable.	(+) FCB ist nicht verfügbar.	Unavailable = nicht verfügbar
Drive %1 is not a floppy disk drive or is mapped to a network drive.	(+) Das Laufwerk %1 ist kein Diskettenlaufwerk oder ist einem Netzlaufwerk zugeordnet.	Repeat the verb (here: ist) in order to retain the intended meaning.
Attempt to load required component ODBC32.DLL failed.	(+) Fehler beim Laden der erforderlichen Komponente ODBC32.DLL.	Fehler bei + N ... or Fehler beim + nominalized V ...
Operation failed.	(+) Fehler bei diesem Vorgang.	Rephrase (Do not use: (-) fehlgeschlagen).

Questions

US English	German	Comment
Save changes to %1? / Do you want to save changes to %1?	(+) Möchten Sie die Änderungen in %1 speichern?	The standard form is: Möchten Sie … + V
Are you sure you want to remove '%s'?	(+) Möchten Sie '%s' wirklich entfernen?	Are you sure you want to + V = Möchten Sie ... wirklich ...?

Syntactic Ordering

US English	German	Comment
Setup encountered an error while creating your startup disk. / Setup cannot access the server you chose. / Setup cannot find the remote computer. / Setup was unable to display the agreement. / Setup cannot get disk information. / Windows 98 cannot start your system.	(+) Fehler beim Erstellen der Startdiskette. / Kein Zugriff auf den gewählten Server. / Der Remotecomputer wurde nicht gefunden. / Der Lizenzvertrag konnte nicht angezeigt werden. / Die Datenträgerinformationen können nicht abgerufen werden. / Das System kann nicht gestartet werden.	Avoid personified subjects if the context allows for omission (e.g. Setup encountered/was unable to ... in Setup error messages). Rephrase and change the word order. In many cases, passive is possible. If the context does not allow for omission of the agent, use vom/von der/von + N.
Remove any existing settings to free space. / To skip creating your startup disk, click Cancel.	(+) Entfernen Sie alle vorhandenen Einstellungen, um Speicherplatz freizugeben. / Klicken Sie auf	Generally, describe the action before the purpose (..., um zu) instead of the other way around (Do

US English	German	Comment
	"Abbrechen", um das Erstellen einer Startdiskette zu überspringen.	not use: (-) Um Speicherplatz freizugeben, entfernen Sie ...).
Attempt to remove current directory	(+) Es wurde versucht, das aktuelle Verzeichnis zu entfernen.	Use passive for Attempt to ... = Es wurde versucht, ... However, see: Attempt to ... failed = Fehler beim ...

Agreement

US English	German	Comment
The image or selection to be filtered is too small. Please choose a larger image or selection. Das Bild oder die Auswahl ist zu klein zum Filtern.	(+) Wählen Sie ein größeres Bild oder eine größere Auswahl.	To avoid agreement errors, rephrase or repeat the inflected elements (here: articles and adjectives).
Replace invalid '%s'?	(+) Möchten Sie '%s' (ungültig) ersetzen?	As nouns replacing placeholders may have different genders, avoid agreement problems by rephrasing or changing their position.
Click OK, and then clear one or more of the selected components.	(+) Klicken Sie auf "OK", und deaktivieren Sie dann mindestens eine der ausgewählten Komponenten.	Simplify the translation of one or more by using mindestens eine/ein, etc.

Punctuation

US English	German	Comment
Not available on this platform.	(+) Nicht auf dieser Plattform verfügbar.	Put a period at the end of an error message even if there is none in the US string.
Printer error / Device I/O error	(+) Druckerfehler / Geräte-E/A-Fehler	Exception: No period at the end of one-word-error messages.
Too many files!	(+) Zu viele Dateien.	Replace exclamation marks by a period.

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Note that the letters used in placeholders convey a specific meaning.

Examples (+):

- %d, %ld, %u, and %lu means <number>

- %c means <letter>
- %s means <string>

Examples of error messages containing placeholders (+):

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

US English	German
Are you sure you want to remove '%s'?	(+) Möchten Sie '%s' wirklich entfernen?
Unable to locate an object with ID %1!d! because of the error code 0x%2!8.8X!.	(+) Ein Objekt mit der ID '%1!d! wurde aufgrund des Fehlercodes 0x%2!8.8X! nicht gefunden.

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). In German, key names are spelled in initial caps. On the first mention, use the definite article and "TASTE" in conjunction with the key name, for example, "die ESC-TASTE". On all subsequent references, refer to the key only by its name, for example, "Drücken Sie ESC". As a rule of thumb, be frugal in your use of the word TASTE.

Use it, as in the first example below, if the key name appears alone in the sentence and the actual key name does not appear on the keyboard. In the second example, the name ALT appears on the key of the keyboard, so you don't need to follow it with -TASTE. Example three and four deal with a procedure involving the pressing of two or more keys simultaneously; note that you are not using the word TASTE in this case. Also, don't use TASTE in tables.

Examples:

- (+) Verwenden Sie die NACH-LINKS-TASTE, um das Objekt nach links zu verschieben.
- (+) Drücken Sie ALT.
- (+) Drücken Sie ALT+O.
- (+) Zum Erweitern der Markierung drücken Sie UMSCHALT+NACH-LINKS-TASTE.

Key Names

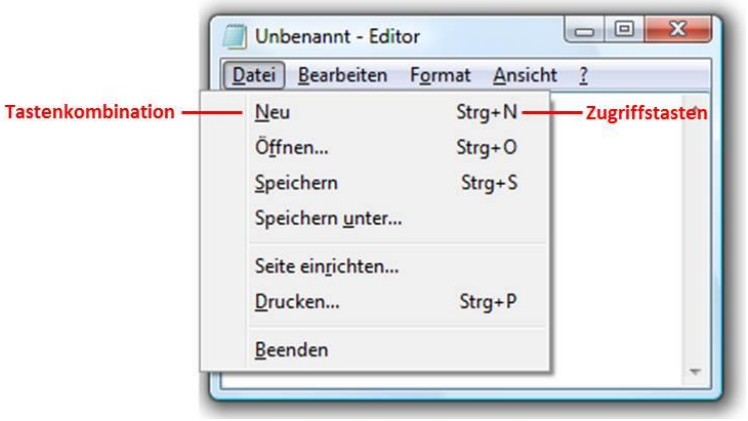
US Key Name	German PC	German Macintosh
ALT	ALT	ALT or WAHL
BACKSPACE	RÜCK	--
BREAK	UNTBR	--
CAPS LOC	FESTSTELL	FESTSTELL
CLEAR	ENTF	ENTF
CTRL	STRG	CTRL
COMMAND	--	BEFEHL
DELETE/DEL	ENTF	ENTF
DELETE (in the "backspace" location on the Mac)	--	RÜCKSCHRITT
DOWN ARROW	NACH-UNTEN-TASTE	NACH-UNTEN-TASTE
END	ENDE	ENDE[1]
ENTER	EINGABE	EINGABE (Zehnertastatur)
ESC	ESC	ESC
F1-F12	F1-F12	F1-F12
HELP	--	HILFE
HOME	POS1	POS1
INSERT/INS	EINFG	EINFG
LEFT ARROW	NACH-LINKS-TASTE	NACH-LINKS-TASTE
NUM LOCK	NUM	NUM
OPTION	--	WAHL
PAGE DOWN	BILD-AB	BILD-AB
PAGE UP	BILD-AUF	BILD-AUF
PAUSE	PAUSE	PAUSE
PRINT SCREEN	DRUCK	DRUCK
RETURN (key pad)	EINGABE	EINGABE (Zeilenschalter)
RIGHT ARROW	NACH-RECHTS-TASTE	NACH-RECHTS-TASTE

US Key Name	German PC	German Macintosh
SCROLL LOCK	ROLLEN	SYST.-ANFR
SHIFT	UMSCHALT	UMSCHALT
SPACEBAR	LEER	LEER
TAB	TAB	TAB
UP ARROW	NACH-OBEN-TASTE	NACH-OBEN-TASTE
WINDOWS KEY	WINDOWS-TASTE	--
MENU KEY	MENÜTASTE	--

Notes:

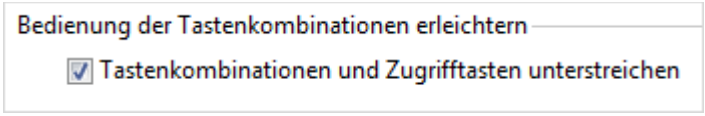
- Using other names than those in the list is a terminology issue.
- If available, symbols may be used instead of the key name.
- Use "die" and "-TASTE" except in combinations or sequences.

Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Please note that in order to display access keys you might need to activate this functionality in the accessibility center:



Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as I, l, t, r, f can be used as hot key	yes	n/a
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	yes	n/a
Extended characters can be used as hotkeys	yes	Use only if all other possible letters are used already
An additional letter, appearing between brackets after item name, can be used as hotkeys	no	Do not use for German
A number, appearing between brackets after item name, can be used as hotkey	no	Sometimes used in dynamic menus. Do not use for German, though.
A punctuation sign, appearing between brackets after item name, can be used as hotkey	no	Do not use for German
Duplicate hotkeys are allowed when no other character is available	yes	n/a
No hotkey is assigned when no more characters are available (minor options only)	no	n/a

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	**US English Shortcut Key**	**German Command**	**German Shortcut key**
General Windows Shortcut keys			
Help window	F1	Anzeigen von Hilfe	F1
Context-sensitive Help	Shift+F1	Anzeigen der kontextbezogene Hilfe	F1; UMSCHALT+F1
Display pop-up menu	Shift+F10	Anzeigen des Kontextmenüs	UMSCHALT+F10
Cancel	Esc	Abbrechen	ESC
Activate\Deactivate menu bar mode	F10	Aktivieren der Menüleiste	F10
Switch to the next primary application	Alt+Tab	Wechseln zwischen geöffneten Elementen	ALT+TAB
Display next window	Alt+Esc	Umschalten zwischen Elementen in der Reihenfolge, in der sie geöffnet wurden	ALT+ESC
Display pop-up menu for the window	Alt+Spacebar	Öffnen des Kontextmenüs für das aktive Fenster	ALT+LEER
Display pop-up menu for the active child window	Alt+-	n/a	n/a
Display property sheet for current selection	Alt+Enter	Anzeigen der Eigenschaften für das ausgewählte Element	ALT+EINGABE
Close active application window	Alt+F4	Schließt das aktive Element oder beendet das aktive Programm	ALT+F4
Switch to next window within application	Alt+F6	Wechseln zum nächsten Fenster innerhalb der Anwendung	ALT+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	aktives Fensters kopieren	ALT+DRUCK
Capture desktop image to the	Prnt Scrn	gesamten Bildschirm kopieren	DRUCK

US Command	US English Shortcut Key	German Command	German Shortcut key
Clipboard			
Access Start button in taskbar	Ctrl+Esc	Öffnen des Startmenüs	STRG+ESC
Display next child window	Ctrl+F6	Anzeigen des nächsten Fensters	STRG+F6
Display next tabbed pane	Ctrl+Tab	Vorwärtsbewegen durch die Registerkarten	STRG+TAB
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Starten des Task-Managers und der Systeminitialisierung	STRG+UMSCHALT+ESC
File Menu			
File New	Ctrl+N	Neue Datei erstellen	STRG+N
File Open	Ctrl+O	Datei öffnen	STRG+O
File Close	Ctrl+F4	Datei schließen	STRG+F4 ; STRG+W
File Save	Ctrl+S	Datei speichern	STRG+S
File Save as	F12	Speichern unter	F12
File Print Preview	Ctrl+F2	Seitenansicht	STRG+F2
File Print	Ctrl+P	Drucken	STRG+P
File Exit	Alt+F4	Datei beenden	ALT+F4
Edit Menu			
Edit Undo	Ctrl+Z	Rückgängig	STRG+Z
Edit Repeat	Ctrl+Y	Wiederherstellen oder Wiederholen	STRG+Y
Edit Cut	Ctrl+X	Ausschneiden	STRG+X
Edit Copy	Ctrl+C	Kopieren	STRG+C
Edit Paste	Ctrl+V	Einfügen	STRG+V
Edit Delete	Ctrl+Backspace	Letztes Wort löschen	STRG-RÜCK
Edit Select All	Ctrl+A	Alles markieren	STRG+A
Edit Find	Ctrl+F	Suchen	STRG+F
Edit Replace	Ctrl+H	Ersetzen	STRG+H
Edit Go To	Ctrl+B	Absatz Block	STRG+B

US Command	US English Shortcut Key	German Command	German Shortcut key
Help Menu			
Help	F1	Anzeigen von Hilfe	F1
Font Format			
Italic	Ctrl+I	Kursiv	STRG+UMSCHALT+K
Bold	Ctrl+G	Fett	STRG+UMSCHALT+F
Underlined\Word underline	Ctrl+U	Unterstreichen	STRG+UMSCHALT+U
Large caps	Ctrl+Shift+A	Großbuchstaben	STRG+UMSCHALT+G
Small caps	Ctrl+Shift+K	n/a SIMILAR COMMAND: Groß-Kleinschreibung ändern	n/a UMSCHALT+F3
Paragraph Format			
Centered	Ctrl+E	Zentriert	STRG+E
Left aligned	Ctrl+L	Text linksbündig ausrichten	STRG+L
Right aligned	Ctrl+R	Text rechtsbündig ausrichten	STRG+R
Justified	Ctrl+J	Blocksatz	STRG+B

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

Titles should convey as much information as possible about the ensuing text to help readers locate information quickly. In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". Use the nominalized verb (without article) whenever possible in the German version of Microsoft documentation.

Examples:

- Sending a File => (+) Senden einer Datei
- Using Styles => (+) Verwenden von Formatvorlagen

Capitalization

In English titles all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (e.g. that, until, which) are capitalized. Please do not apply the same principle to German titles. Instead, follow the normal German capitalization rules. The same rule applies to software strings.

Example:

- Switching Between Windows => (+) Wechseln zwischen Fenstern

In Lists and Tables

Whenever possible, titles of lists and tables should consist of one or two words, preferably active nouns. They should be concise, even if the US original uses a longer phrase. The following standard translations can be used:

Examples:

US English	German (+)
In order to	Zweck
Do this	Aktion
How to use	Verwendung
First do this	Schritt 1
Then do this	Schritt 2
How to:	Gewusst wie:
Walkthrough	Exemplarische Vorgehensweise

Versus/Vs.

Occasionally, the German equivalents "im Vergleich zu", "kontra" or "oder" work. Leaving it untranslated is not an acceptable option.

Example:

- Daily vs. Weekly Backups => (+) Tägliches oder wöchentliches Erstellen von Sicherheitskopien

Procedural Titles

Procedural titles are very important because they tell users exactly what they are going to do in the steps that follow. To signal to the users that they will have to perform these actions in a certain sequence, we use the following formula in German: So + verb + Sie + object

Another reason for this sentence is to clearly differentiate between procedural titles and main titles of sections or chapters. It would therefore be wrong to use the following syntax, which is reserved for main titles: Installieren des Programms ABC.

Important: Please note that there is NO colon or other punctuation mark at the end of this type of sentence.

Example:

US English	German	Comment
To set up the ABC program 1. ... 2. ...	(+) **So installieren Sie das Programm ABC** 1. ... 2. ...	There is NO colon or other punctuation mark at the end of procedural titles.

Procedural Syntax

In procedural text, which tells the user to perform certain actions in a certain number of steps, the order in which interface terms are to appear in the translation is usually top to bottom (i.e. menu, command, dialog box, dialog box controls). This order reflects the sequence in which the action needs to be performed, and it should be maintained unless there are technical reasons preventing it.

This convention is less important in normal body text ("Fließtext"), which is usually written in a more personal tone and less formal style, thus requiring the translator to be more creative.

Example:

- (+) Klicken Sie im Menü **Ansicht** auf **Schriftarten** und dann auf **Klein**.

Descriptors

Use the descriptor (menu, button, command, etc.) only if the US text uses it or if it is needed for clarifying the position of a term in the interface.

Sentences of the type "To do this and that, click on ..."

You may come across procedural instructions of the type "To do this and that, click on ...". The preferred translation is "Klicken Sie auf ..., um dies und das zu tun".

The reason for putting the action first is that the action usually matters most to the user. Also, sentences beginning with "um zu" are often considered stylistically less desirable, particularly when they follow one after another. However, sometimes it is important to stress the purpose of an action before describing it. In this case, alternatives to starting the sentence with "um zu" should be given precedence (nominal constructions, rephrasing), even though there is no strict rule prohibiting an initial "um zu". If you decide to use a nominal construction, the action verb should preferably be put in the first position in order to highlight the instructional character of the sentence (e.g. "Klicken Sie zum **Öffnen** des Dialogfelds auf **Öffnen**"). Solutions of the type "Zum Öffnen des Dialogfelds klicken Sie auf Öffnen" are acceptable if the goal of the action is the distinguishing element or otherwise needs to be strongly emphasized.

The touchstone is stylistic consistency throughout the instructions. The users should be able to rely on the parallel linguistic format of procedural texts.

Only if the users can choose what they want to do, a conditional clause starting with "wenn" can be used. Using a "wenn" clause without such a choice is an error in the ordered sequence of steps or any other procedural text.

Examples:

US English	German (preferred)	German	Comment
(1) To create new folders in Windows Explorer: To create a new folder, click File, point to New and then click Folder.	**(1)** (+) **So erstellen Sie neue Ordner in Windows-Explorer** Klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf **Ordner**, um einen neuen Ordner zu erstellen.	**Do not use: (-)** Wenn Sie einen neuen Ordner erstellen möchten, klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie auf **Ordner**.	Using "wenn" would be an error here because the user has no alternative in this context. The correct example sentence is the standard solution as indicated above. Deviations from it are possible and necessary, sometimes even for length reasons (i.e. if the instructional part becomes too long).
(2) To create new files or folders in Windows Explorer: To create a new file, click File, point to New and then click on the file type you want to create (e.g. **Microsoft Word Document**).	**(2)** (+) **So erstellen Sie neue Dateien oder Ordner in Windows-Explorer** Zum Erstellen einer neuen Datei klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf den zu	**Alternate:** Wenn Sie eine neue Datei erstellen möchten, klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf den zu erstellenden Dateityp (z. B. **Microsoft Word-**	Comment: In this case, the user has a choice and the goal of the action is the distinguishing element. Therefore fronting the nominal phrase starting with "zum" is an appropriate option. In these sentences, "Sie" is repeated in order to mark them as instructions (otherwise they would be

US English	German (preferred)	German	Comment
	erstellenden Dateityp (z. B. **Microsoft Word-Dokument**).	**Dokument**).	syntactically identical to descriptions - see also below). Using a conditional phrase starting with "wenn" is also an option, but it makes the sentences less concise and introduces the element of volition. This element is not necessary, but changes the tone to a more personal one (a question of register).
To create a new folder, click File, point to New and then click Folder.	(+) Zum Erstellen eines neuen Ordners klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf **Ordner**.	**Alternate:** Wenn Sie einen neuen Ordner erstellen möchten, klicken Sie auf **Datei**, zeigen Sie auf **Neu**, und klicken Sie dann auf **Ordner**.	

Typographic Conventions in Help and Documentation

Consistent use of typographic conventions in documentation helps users locate and interpret information easily. The following guidelines present specific typographic conventions which will be used in US and localized print and online documentation. The US format should be followed as closely as possible.

Important:

In general text, punctuation marks do not receive any special formatting the preceding word might have, such as bold or italic. This convention takes into account that punctuation marks are occasionally formatted bold in a particular programming context and therefore must be kept separate and discernible. This convention deviates from the applicable Duden rule.

The typographic conventions for software files (usually EDB files) are covered in **Typographic Conventions in Software**.

User Interface

Note: Bold formatting is replaced with quotation marks when the element appears in a headline or another text that is already formatted in bold.

Item	German Format	US English Example	German Example
Menu names	**Bold**	the **File** menu	(+) das Menü **Datei**
Command names	**Bold**	the **Page Setup** command	(+) der Befehl **Seite einrichten**
Dialog box titles	**Bold**	the **Options** dialog box	(+) das Dialogfeld **Optionen**

Item	German Format	US English Example	German Example
Dialog box elements: Tab names Option names Field names Button names List box names Text box names Check box names	**Bold**	the **View** tab the **Portrait** option the **Form** field the **Cancel** button the **Files of type** list box the **Password** text box the **Read Only** check box	(+) die Registerkarte **Ansicht** (+) die Option **Hochformat** (+) das Feld **Formular** (+) die Schaltfläche **Abbrechen** (+) das Listenfeld **Dateityp** (+) das Textfeld **Kennwort** (+) das Kontrollkästchen **Schreibgeschützt**
Icon names	**Bold**	Double-click the Microsoft Internet Explorer icon.	(+) Doppelklicken Sie auf das Symbol **Microsoft Internet Explorer**.
Toolbar names (named)	**Bold**	Database toolbar	(+) Symbolleiste **Datenbank** *(Toolbar names have not been formatted consistently in the past. Please use the above listed formatting in procedural steps if the toolbar name appears in the UI (e.g. menu item). When referring to the toolbar in general text, it is also acceptable to use the following formatting:* ***Example:** Die Standardsymbolleiste befindet sich...)*
Views (named) Windows (named)	**Bold**	Full Screen view the Print window	(+) die Ansicht **Ganzer Bildschirm** (+) das Fenster **Drucken**
Views (unnamed) Windows (unnamed)	Not bold	Switch to normal view.... in the document window ...	(+) Wechseln Sie zur Normalansicht.... im Dokumentfenster ...

User Input

Item	German Format	US English Example	German Example
Literal	**Bold**	Type **a:setup**.	(+) Geben Sie **a:setup** ein.
Placeholder	*Italic*	Type *password*.	(+) Geben Sie *Kennwort* ein.
Key names and combinations	Print/ Help: Same size as English, but consistent within the product Software:Initial Caps	... press ENTER ... press SHIFT+F2Ctrl+G	(+) ... drücken Sie die EINGABETASTE (+) ... drücken Sie UMSCHALT+F2Strg+G
Text Boxes	In the ___ box, type ___ and then press enter.	In the Fonts box, type Arial and then press enter.	(+) Geben Sie **Arial** im Feld **Schriftart** ein, und drücken Sie dann die EINGABETASTE *(Do not use: (-) Geben Sie im Feld **Schriftart Arial** ein, und...* *Avoid having two unrelated terms in the same formatting follow each other. Adapt the syntax instead. Please use the same font size as US and make sure to be consistent within the document.)*

Cross References

Item	German Format	US English Example	German Example
Titles of manuals	*Italic*	... see Chapter 12 in the *Microsoft Word for Windows User's Guide*.	(+) ... finden Sie in Kapitel 12 im Benutzerhandbuch *Arbeiten mit Microsoft Word für Windows*.
Appendix, chapter, and section names	Quotation marks („ “ or " ") *(See also: **Quotation Marks**)*	... see "Special Characters" in chapter 4, "Programming Fundamentals."	(+) ... finden Sie unter „Sonderzeichen“ in Kapitel 4, „Grundlegendes zur Programmierung“. OR (+) ... finden Sie unter "Sonderzeichen" in Kapitel

Item	German Format	US English Example	German Example
			4, "Grundlegendes zur Programmierung".
Help index entry	**Bold**	In the online index look up: **Favorites**	(+) Suchbegriffe im Hilfeindex: **Favoriten**

Miscellaneous

Item	German Format	US English Example	German Example
Program names, feature names and group names	Only bold when one has to click on them.	...the Windows Explorer shows the file structure. Click Windows Explorer, to open it.	(+) ... Windows-Explorer zeigt die Dateistruktur an.Klicken Sie auf **Windows-Explorer**, um diesen zu öffnen.
Directory names (folders), long/short file names, paths, URLs	Same as US or with regular German capitalization, but **bold**	Lexirom.exe EXCEL.EXE http://www.microsoft.com	(+) **Lexirom.exe** **EXCEL.EXE** http://www.microsoft.com/germany *(In HTML help files hyperlink titles that include a mouse over, the bold tags may cause the link to break. Therefore, for hyperlink titles that include a mouse over, don't use bold.)*
Acronyms	ALL UPPERCASE	DDE, OLE	(+) DDE, OLE
File Extensions	Like Acronyms	.ini file, INI file, ini file	(+) INI-Datei
Command-line commands and switches	**Bold**	copy command ***/a*** switch	(+) der Befehl **copy** (+) der Schalter ***/a***
New terms and emphasis	*Italic*	... look on the *World Wide Web*. The World Wide Web is the graphical portion ...	(+)... finden Sie im *World Wide Web*. Das World Wide Web ist der grafische Teil...
Code samples	Monospace font (usually Courier, 10 pt; or Lucida Sans Typewriter, 8 pt)	Sub Main ' ' 'End Sub	(+) Sub Main ' ' 'End Sub

Item	German Format	US English Example	German Example
Device names	ALL UPPERCASE	LPT1, COM1	(+) LPT1, COM1
Programming and product specific elements (data types, arguments, functions, operators, macro names, etc.)	Treatment varies in regard to spelling rules: Names of objects and the descriptor that follows are listed as xxx-Objekt.		

Translation of ReadMe Files

Please use the following translation for the actual file name:

- English: **Readme.txt** → (+) German: **Info.txt**

How to Reference UI Items Left in English

UI references to non-localized MS products or third-party products should be followed by a translation between brackets when dealing with an end-user audience (Information Workers, PC Home Users or Business Decision Makers).

If you are unsure about your audience spectrum, please add translation between brackets. Do not add brackets if translation is obvious/redundant, if length restrictions apply (e.g. in banners or titles), when communicating to a Developer or IT Pro audience. Whatever the audience, make sure that the reader knows that you are referring to a non-localized product by adding a disclaimer. This is to ensure that readers do not mistake it for an oversight/error.

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

For information on how to deal with product, feature and component names, please refer to the section **Applications, Products, and Features**.

Here are some examples of aspects on legal information and copyright which need to be taken into account:

- Competitions offered legally in the United States may be illegal in other countries
- The privacy laws and rules for storing personal information on Web sites vary from country to country
- Check if the following aspects need to be modified or deleted for your market: prices, special offers, product support services/offers, postal or email addresses, telephone numbers, accessibility services and competitive comparisons

- Each web page must contain the copyright statement using the correct calendar year - in German: "©2011 Microsoft Corporation. Alle Rechte vorbehalten.", plus the mandatory links to Terms of use ("Nutzungsbedingungen"), trademarks ("Markenzeichen"), information on data privacy ("Informationen zur Datensicherheit") and imprint ("Impressum")

For Copyright and Trademark symbols, their ANSI codes, and their Microsoft standard names please refer to the section **Special Characters**.

Disclaimer: Please note that the information provided in this section is for general information only.